

Paramhansa Ramkrishna Maunibaba Shikshan Sanstha's
ANURADHA COLLEGE OF PHARMACY

Anuradha Nagar, Sakegaon Road, Chikhli, Dist-Buldana (M.S.) 443201



H.R. POLICIES

CRITERION 9	GOVERNANCE, INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES	100
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9.1. Organization, Governance and Transparency (50)

**9.1.1. Governing body, administrative setup, functions of various bodies, service rules
Procedures, recruitment and promotional policies (10)**

The following aspects are dealt and recorded below under different headings, for governance and transparency.

- A) Governing Body
- B) College Development committee. (CDC)
- C) Organizational chart
- D) Rules, procedures, recruitment and promotional policies

Governing Body

The following is the composition of the Governing Body Anuradha College of Pharmacy, Chikhli till April 2022.

Sr. No.	Name of the Member	Designation	Position Held
1.	Shri.Siddhivinayakji K. Bondre	Chairman	Chairman of the Trust
2.	Dr.V.R.Yadav	Member	Trust Nominee
3.	Shri. Rahulbhai S. Bondre	Member	Secretary of the Trust
4.	Shri.S.M.Wanere	Member	Trust Nominee
5.	Shri. Harishbhai Shah	Member	Industrialist
6.	Dr.Tatyraoji Lahane	Member	Academician
7.	Shri.Omprakashji Shete	Member	Social Worker
8.	Dr.K.R.Biyani	Secretary (Ex- Officio)	Principal

Composition of new Governing Body (April 2022 onwards)

Sr. No.	Name of the Member	Designation	Position Held
1.	Shri.Rahulbhau S. Bondre	Chairman	Chairman of the Trust
2.	Dr.V.R.Yadav	Member	Trust Nominee
3.	Mrs. Vrushalитай R. Bondre	Member	Trust Nominee
4.	Shri.S.M.Wanere	Member	Trust Nominee
5.	Shri.Anilji Nawander	Member	Trust Nominee
6.	Dr.Tatyaraoji Lahane	Member	Academician
7.	Shri. Harishbhai Shah	Member	Industrialist
8.	Shri.Omprakashji Shete	Member	Social Worker
9.	University Nominee	Member (Ex- Officio)	Ex- Officio
10.	D.T.E Nominee	Member (Ex- Officio)	Ex- Officio
11.	Dr.K.R.Biyani	Secretary (Ex- Officio)	Principal

Powers and Functions of the Governing Body:

The Governing Body, besides being the supreme administrative authority of the college, shall have the following functions:

- i) To consider the important communications, policy decisions received from the University, Government, etc.
- ii) To make recommendations on the planning and monitoring the college.
- iii) Fixation of the fee and other charges that are payable by the students to the college based on the recommendations of the Fees Regulating Authority, Mumbai, Govt. of Maharashtra.
- iv) To make recommendations on the planning and monitoring the college.
- v) To consider and approve the proposals for creation of infrastructure such as building, equipment, library on continuous basis.

Schedule of Meetings:-

2022-23	2021-22	2020-21
15-10-2022	04-09-2021	29-08-2020
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A. College Development Committee (CDC)

Sr.No.	Designation in CDC	Name of Member	Position Held
1.	Chairperson of the management / his Nominee	Honorable Shri. Rahulbhai S. Bondre	Chairman
2.	Secretary of the Management / his Nominee	Dr. V. R. Yadav	Trust Nominee
3.	Local member nominated by the Management	Mr. S. M. Wanere	Trust Nominee
4.	Teacher Representative	Mr. U. M. Joshi	HOD Nominated by the Principal
5.	Teacher Representative	Mrs. S. D. Tupkar	Assistant Professor
6.	Non-Teaching Representative	Mr. V. D. Patil	Senior Technician
7.	Industrial Nominee	Mr. V. S. Parhad	Industry Expert
8.	Ex.Officio Secretary	Dr. K. R. Biyani	Principal ACP, Chikhli

Powers and Functions of the CDC:

1. To monitor the academic and other related activities of the college.
2. To consider the recommendations of the staff selection committee.
3. To monitor the development programmes of students and faculty. Institute scholarships, Fellowships, studentships, medals, prizes and certificates based on the recommendations of the Institutional Development and Monitoring Committee (IDMC).
4. To pass the annual budget of the college.
5. To approve the budget estimates- recurring and non- recurring expenses for the financial year in advance.
6. To check the audited statement and expenditure accounts and approve the same for the college annually.

Schedule of Meetings:-

2022-23	2021-22	2020-21
03/12/2022	04/12/2021	05/12/2020
---	04/06/2022	05/06/2021

B. Internal Quality Assurance Cell

Sr.No.	Name	Position Held	Designation
1.	Prof. Dr. K. R. Biyani	Principal	Chairperson
2.	Dr. A. A. Gawai	Faculty Member	Faculty Representative
3.	Mr. D. P. Ambhore	Faculty Member	Faculty Representative
4.	Mr. S. M. Bondre	Accountant	Non-Teaching Representative
5.	Mr. Vinod Nagwani	Alumni	External Member
6.	Mr. V.S.Parhad	Employer	External Member
7.	Mr. U. M. Joshi	IQAC- Coordinator	Member Secretary

Functions of IQAC

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

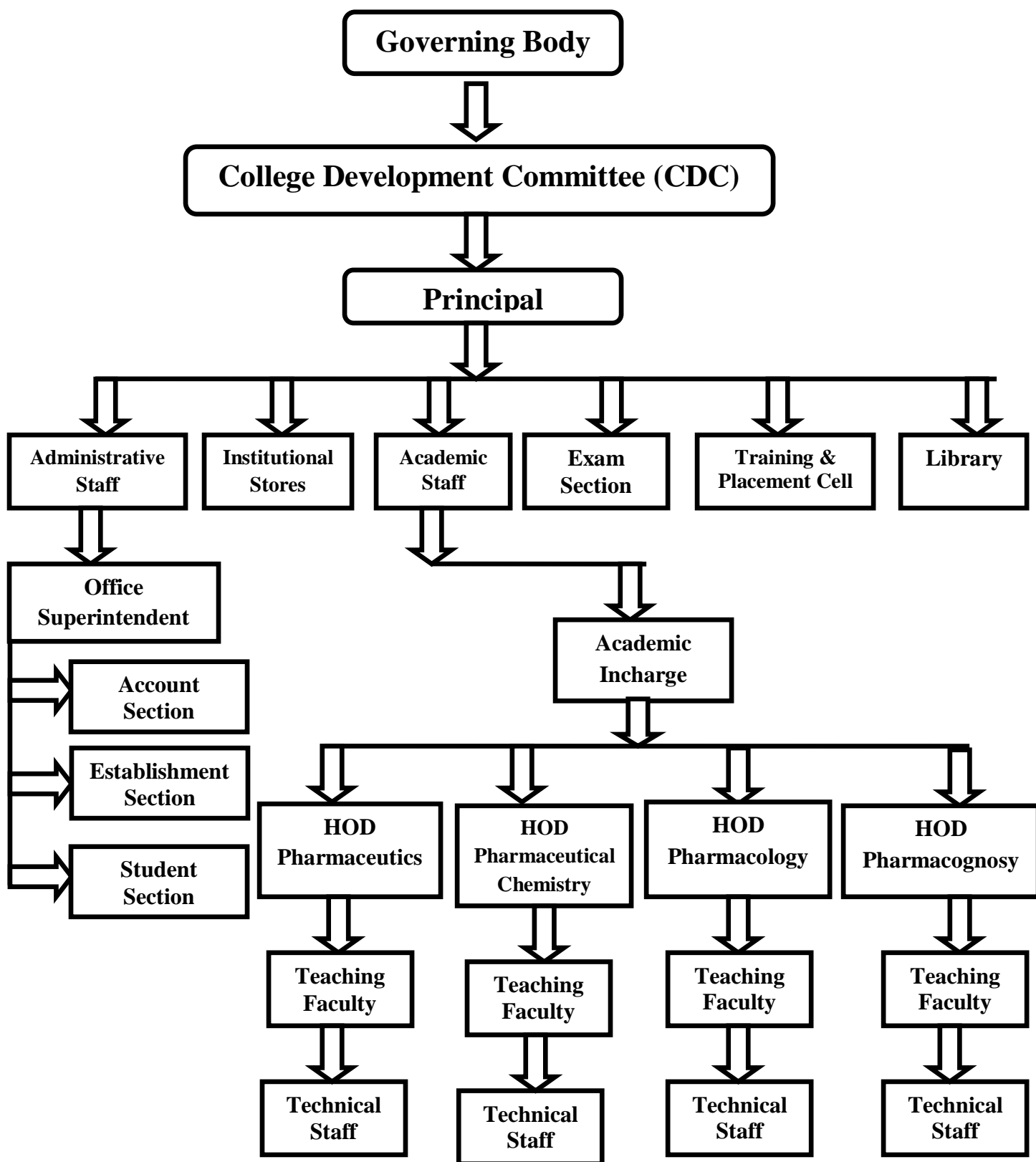
Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;

Schedule of Meetings:-

2022-23	2021-22	2020-21
17/12/2022	18/12/2021	19/12/2020
---	18/06/2022	19/06/2021

B. The organization chart of the Institution:-



C. Defined rules, procedures, recruitment, and promotional policies, etc.

Following acts and rules are adopted as guidelines for procedures, recruitment, promotional policies, code of conduct issued from time to time by the regulatory bodies:

- Rules for Affiliation by SGBAU University, Amravati
- All other applicable state/central government rules/regulations
- Rules and By-laws of Society
- Norms of Pharmacy Council of India (PCI)

Rules for Recruitment for Teaching Staff

Cadre Structure

- (a) Principal
- (c) Professor
- (d) Associate Professor
- (e) Assistant Professors

Qualifications

Faculty is recruited based on the qualifications prescribed by the PCI and SGBAU University from time to time.

Mode of Selection of Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

- a) Advertisements are issued in leading newspapers.
- b) Applications are scrutinized 30 days after the last day for receipt of application.
- c) The lists of applications and resumes with relevant details are prepared for Selection Committee nominated by SGBAU University.
- d) The Registrar, SGBAU University appoints the subject experts and Vice Chancellor nominee for the posts of Assistant Professors, Associate Professors, & Professors.
- e) Call letters are sent to eligible candidates, for attending interviews specifying place, date and time of interview.
- f) Selection Committee interviews and recommends candidates.
- g) Letters of appointment are issued to selected candidates.
- h) The selection list along with supporting documents are sent to the Registrar, SGBAU University for approval.

Selection Committee

1. Vice Chancellor/nominee as the Chairman of the selection committee
2. President/Nominee of President of the Anuradha College of Pharmacy
- 3, 4, 5. Expert Members (Nominated by University)
6. Commissioner/nominee from the Director Technical Education, Govt. of Maharashtra.
7. Principal.

Cadre Structure

a) Office

- (i) Administrative Officer (Graduate with experience)
- (ii) Senior Assistant (Graduate with experience)
- (iii) Junior Assistant (Graduate)
- (iv) Peon (below or equal to SSC)

b) Laboratories (other than computer Labs)

- i) Lab Technician (Diploma in Pharmacy / DMLT / B.Sc.)
- ii) Lab Attendant (below or equal to SSC)

c) Computer Labs

- i) System Administrator
- ii) Lab Technician (Graduate with experience)

Qualifications

Non-teaching staff are recruited on the qualifications prescribed by the State Government.

Mode of Selection of Non – Teaching Staff

All positions are advertised in the news papers or notified in the local notice boards. After scrutiny of received applications, a short list is made by Anuradha College of Pharmacy, Secretary/Principal; Interview call letters are sent to eligible candidates to appear for personal interview. The selection committee consists of some or all of the following:

- (a) President/nominee of President of the Educational Society
 - (b) Principal
 - (c) Administrative Head
- All appointments (Teaching and Non-teaching staff) made after selection, are forwarded to the Chairman for approval and to the Governing Body.
 - Management is a single term used to collectively represent the society through President of Anuradha College of Pharmacy, Chikhli

Probation Period Policy

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

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

Evaluation in Probation Period: Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide their job satisfaction. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance to the Principal. The Management decide to continue service or he / she may be terminated from service.

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

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

Salary Policy

Type & fixation of Initial salary: In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), University of Amravati norms. Salary is fixed at the discretion of management.

a. Consolidated salary Usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at Anuradha College of Pharmacy institutes. It is fixed as per management decision,

Salary and Increments as per pay

Salary Increments (Rationalization):

i. Time scale of pay: Time scale of pay means a scale in which the salary raises subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Institute as per the requirements of government pay scales, as per the norms SGBAU, Amravati etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive.

ii. Payroll Schedules: Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

Payment mode of salary: Every employee opens a salary account² through bank and the salaries are transferred to employees account.

Payroll Deductions: Income–tax, professional tax and contributory provident funds are deducted wherever applicable.

An employee may also authorize deductions for institute-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

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

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

Promotion and Transfer Policy

1. A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
2. A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.
3. Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.
4. Employees are encouraged to apply for any position for which they are qualified and should contact the Principal for specific information.
5. When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.
6. A faculty desiring of promotion to a higher post has to face the Selection Committee appointed by the SGBAU and only on the recommendations of the committee he /she is granted promotion .

iii) Promotion Policy for Teaching Staff

- Career Advancement Scheme is implemented strictly as per the Government norms. Higher posts such as Professor and Associate Professor are offered through selection committee constituted by the Registrar, SGBAU University.

Sr.No.	Name of Staff Member	Date of Promotion
Assistant Professor to Associate Professor		
1.	Mr.Suchit S. Bharad	01/12/2020
2.	Mrs.Anita R. Kale	01/12/2021
3.	Mr. Chetan P. Nagwani	01/12/2020
4.	Mr. Kishor S. Tayde	01/12/2019
5.	Mr. Pavan N. Folane	01/12/2020
6.	Mr. Deepak P. Ambhore	01/12/2019
7.	Mr. Suraj D. Sagrule	01/12/2020
8.	Dr. Sachin C. Kale	01/12/2020
9.	Mrs. Shivane D. Tupkar	01/12/2020
10.	Mrs. Jyoti B. Khedekar	01/12/2022
11.	Dr. Aijaz A.Sheikh	01/06/2017
12.	Dr. Ashish A. Gawai	08/12/2012
13.	Mr. Unmesh M. Joshi	24/05/2009

Promotion Policy for Non-Teaching Staff

- Time bound promotions given to Non-Teaching Staff.
- Promotion to higher post through selection procedure.

Leaves and Vacations Policy

General Principle for granting leaves is to follow the guideline issued by University of SGBAU, Government of Maharashtra etc.

1. Continuous Service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee. The Institute functions on a six-day week basis running from Monday through Saturday.

2 Leaves can be broadly classified:

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