



Jagdamba Education Society's

SND College of Pharmacy, Babhulgaon, Yeola

Service Rules & Regulations

Year 2016-2017



Service Rules & Regulations

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JAGDAMBA EDUCATION SOCIETY, Yeola

Darade Complex, Near Market Yard, Yeola, Dist. - Nashik (M.S.)

Pin: 423401, Email ID-eduyeola1@gmail.com Phone no.- 02539-225001/05

SERVICE RULES & REGULATIONS

1. General:-

1.1. Registration:

The Society is registered under Society's Registration Act. 1860 (Reg. No. MH / 2961/ 1991 / Nashik, Dt. 19/12/1991) & Bombay Public Trust Act. 1950 (Reg. No. F / 2892 / Nashik, Dt. 31/03/1992). Jagdamba Education Society's Objectives-

- To provide the opportunities of professional education to the masses
- To establish potential learning center for rural as well as urban students

1.2. Abbreviations used:

AICTE: All India Council for Technical Education

DTE: Directorate of Technical Education

SPPU: Savitribai Phule Pune University

MSBTE: Maharashtra State Board of Technical Education

1.3. Definitions:

Society means Jagdamba Education Society, Yeola, Dist. - Nashik

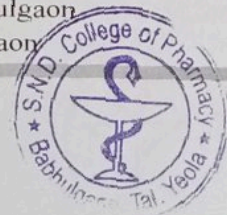
Appointing Authority means the Authority Competent to make appointments to the post created in Society / Institute.

Employee means the employee of Jagdamba Education Society, Yeola, Nashik.

2. Institutes run by Jagdamba Education Society, Babhulgaon Yeola, at S.N.D. Campus, Yeola, Tal: - Yeola, Dist.: Nashik

The Society runs the following institutions which are approved by Govt. of Maharashtra & other statutory organizations.

1. SND College of Pharmacy, Babhulgaon
2. SND College of Engineering & Research Center, Babhulgaon,
3. SND Polytechnic, Babhulgaon
4. SND Nursing College (B.Sc., G.N.M., R.N.M.) Babhulgaon
5. SND Agriculture College, Babhulgaon
6. SND College of Education (D.Ed., B.Ed., M.Ed.) Babhulgaon
7. SND Dairy Diploma, Babhulgaon
8. SND Ayurveda Medical College, Babhulgaon
9. SND English Medium School (Residential), Babhulgaon
10. Santosh Secondary and Higher Secondary School, Babhulgaon
11. SND Arts, Commerce & Science College, Babhulgaon
12. SND English Medium School (CBSE), Babhulgaon



3. Employee of Jagdamba Education Society, Yeola, Nashik

The conducive environment in the campus and academic freedom extended by the management and trustees help the college administration to focus and implement the process targeting the quality uncompromisingly. Faculty is the forte of the institute.

3.1. **Teaching Staff** includes Principal, Vice Principal, Professor Associate Professors, Assistant Professors, Lectures, Pro-Lectures, Director of Physical Education, Librarian and Training and Placement Officer

3.2. **Non-Teaching Staff** includes Registrar/Office Superintendent, Accountant, Senior Clerk, Junior Clerk, Steno, Peon, Watchman, Receptionist, Stores In-Charge, Purchase Officer, Assistant Librarian, Rector, Warden, Sweeper, Gardener, Technical Assistant, Laboratory Assistants, Maintenance Staff and Technicians.

4. Scope:

Rules & Regulations as stated here are applicable to all employee of SND College of Pharmacy, except those who work on ad-hoc, contract or daily wages basis. The said Rules & Regulations will be amended from time to time.

5. General Conditions of Service:

The services of employee will be governed by Rules & Regulations of Jagdamba Education Society those are defined for the **Pharmacy College** and the Rules & Regulations of the affiliated University.

- 5.1. The services of the ad-hoc employees may be terminated at any time by giving one month's notice in writing on either side.
- 5.2. In case of confirmed employees, the services may be terminated at any time by giving three months' notice or three month's basic pay (Pay in Pay Band + AGP) in lieu of notice by either side.
- 5.3. Each employee will have to undergo Medical examination by the Medical Officer appointed by Society & shall be liable to produce Physical Fitness Certificate while joining service & as and when required from the Doctor approved by Society.
- 5.4. The services are transferable from one Institute to another Institute run by the Society.
- 5.5. If any employee is found with irregularity/negligence/reluctance in the duties/ unsatisfactory performance, then the defaulter will be liable for disciplinary action.
- 5.6. If the employee indulges in the activities contradictory to the laws applicable to the educational Institutions or harmful to the interest of the Society, then the defaulter will be liable for disciplinary action.
- 5.7. If an employee is on probation period, his / her performance is found unsatisfactory, then his / her probation period may be extended or the services will be discontinued.
- 5.8. If the employee engages in coaching classes or private tuitions, he /she will be liable for severe disciplinary action, such as termination of the services.



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- 5.9. Employee will be confirmed only after the completion of the probation period, once approved by the affiliated University.
- 5.10. The appointment for the higher post of the employee will be based on Educational Qualification and Experiences prescribed by the Competent Authority, for the post prescribed & the performance of the employee, available vacancy & constitutional reservation.

6. Duties: While performing the duties, every employee must.

- 6.1. Carryout the assignments & discharge the work faithfully & sincerely as per the directions of the Head of the Department / Section Head / Head of Institution or the Management & obey their orders.
- 6.2. Behave well & maintain excellent relationship with all faculty, staff & student.
- 6.3. Be devoted to duty & maintain healthy academic environment.
- 6.4. The Head of the Institution should take measures to ensure that all employees working under him / her discharge their duties with integrity, devotion, diligence & with no malicious intention or act, which will jeopardize the interest of the Educational Society.

7. Deputation for Higher Study-Post Graduation:

The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advance knowledge in the respective fields in the reputed organizations / Institutions satisfying following conditions,

- 7.1 He/ She must have completed minimum 3 year's continuous service in Society/ Institute with minimum 2 satisfactory confidential reports.
- 7.2 He / She will be permitted for 2 years duration for PG and 3 to 5 years for Ph.D.

• **Service after completion of PG:**

An employee has to serve minimum 5 years in the institute from the date of declaration of result.

• **Indemnity Bond:**

- He/She should submit Indemnity Bond with two guarantors specifying that he / she shall indemnify the Society to a sum of the payment made during deputation period & to a compensation of Rs. 1, 50,000/- (Rs. One Lakh fifty thousand only). An employee shall give the guarantee of the performance as indemnified regarding prescribed service or abide by the penal clauses without any recourse to legal action.
- The Society may depute adequate faculty for higher study as per requirement of institution.
- The Society may depute a faculty who fulfils the above conditions.
- Depending on staff strength of the department, only one or two from each department can be deputed every year.

8. Deputation for Short Term Training Program:

- Faculty is permitted to attend short term training programming of 1-4 weeks duration, during summer / winter vacation, organized by AICTE, ISTE, IIT or any reputed organization in the subject of new emerging areas.
- TA/DA & 50% Registration charges will be paid to faculty to attend the program by institute provided that the organization authority is not paying.
- The faculty will be deputed 'On Duty' for attending training program.



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- The faculty will have to submit the details report of the training program through HOD to Principal immediately after joining duties.

9. Deputation for attending Conference, Annual Conventions, Seminars, Workshops, Paper Presentation etc.

- Faculty members will be allowed to attend the conferences, annual conventions, and seminar, workshop & paper presentations organized in India by professional bodies twice in a year and once in a year for abroad.
- The 50% or max Rs. 5,000/- amount will be reimbursed for paper publication in reputed journals.

Conditions:

1. Two faculty members from each department may attend the same conference with two separate research paper.
2. Before reimbursement of bill, he should submit the report of the conference through HOD to Principal & also a Xerox copy to the central library.
3. On acceptance of the abstract / paper, the employee has to submit application to Principal through HOD for grant of permission. If not granted, registration fees & on duty will not be given.

10. On Duty leaves:

- The University examination duty is mandatory. Faculty is permitted to attend the examination work such as paper setting, assessment at Cap Center, Revaluation, Orel / Practical Program, external senior supervisor of exam center of University. The period of absence in the institute will be treated as On Duty period. However prior permission should be taken of the Head of Institution by submitting University appointment letter.
- The faculty members who are the members of various bodies viz. Board of Studies, Faculty of Pharmacy, academic Council, Senate, Management Council, Board of Examination etc. are permitted to attend the meeting with the permission of the Principal & such a duty will be considered as On Duty.
- The teaching staff member will be permitted to work as the member of local Inquiry Committee, Expert Committee for selection of staff by University / AICTE / NBA / Govt. Of Maharashtra with the permission of the Head of the Institution

11. Leaves:

11.1 Sanction of leaves:

- Leaves means permission granted by the Head of the Institution to remain absent from the duty.
- Leave cannot be demanded as a right.
- The Head of the Institution has a right to sanction or refuse the leave depending upon the priority of work.

11.2 Types of admissible leaves:

(A) Earn Leave (Non Vocational staff):

- a) Head of the Institute (Principal)
- b) Administrative staff,
- c) Staff for essential services likes maintenance & security,
- d) Hostel staff,
- e) Library staff,

Rules:

- Each employee is entitled for 30 days earn leave during the calendar year.
- The total accumulated Earn Leave of any employee is restricted to 300 days.
- Maximum 30 days of earned leave will be sanctioned to the employee at once.
- Employees are entitled for Earn Leave after completion of one year continuous service.
- Earn Leave are not applicable to ad-hoc or contract basis employee.
- For sanction of Earn Leave, application must be submitted at least 5 days in advance.
- Earn Leave must be availed for minimum 3 days.

(B) Earn Leave for vocational staff

Vocational staff - Faculty and Teaching Supporting Staff

- i) If employee avails full vacation then he/she is entitle for Earned Leave as per the affiliated University norms
- ii) If employee is detained during vacation period, then he/she is entitled for earn leave for the proportionate period of detention (not more than 30 days in a Calendar year)
- iii) During first year of the service no employee is entitled or Earned leave.
- iv) Earn leave cannot be suffixed or prefixed with the vacation.
- v) If any employee is transferred from vocational department to non-vocational department or vice-versa the rule of the concerned department from which he is transferred will be applicable.

(C) Casual Leave and Optional Holidays:

All employee are entitled to avail casual leave and optional Holidays as notified by the competent authority

- i) The casual leave must be proportionately availed.
- ii) Any Holiday or Sunday can be prefixed or suffixed with the casual leave, which will not be counted as casual leave.
- iii) The application for casual leave must be submitted in advance. In emergency the communicated sanction will be necessary.

(D) Medical leave:

Medical leave be given as per norms of the competent authority.

(E) Leave without pay: (Leave not due):



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If no leave is available in the leave account of the employee and in case he/she applies for leave or remain absent from the duty then such leave period or absence will be treated as sanctioned leave without pay.

The period of leave without pay will change the date of increment, extension of probation period and gratuity accordingly.

(F) Special Leave (Maternity)

- Maternity leaves are sectioned as per the norms of the Society.

(G) Policy for Disable personalities

- College has prepaid separate policy for disabled personalities.

12. Gratuity: Gratuity is paid as per the norms of the Society.

13. Service Book:

The Service book is maintained for Permanent employee and it contains

- Date of birth, Date of appointment, Qualifications, Pay Scales, Increment, Probation, Promotion, Particulars of leave etc.

The entries of the service book are to be brought to the notice of the concerned employee at the end of each academic year & his/her signature is to be obtained.

14. The Employees Provident Fund (EPF):

The Society shall deduct from the wages of the every full time employee that an amount equal to 8.33% of the wages & maximum of Rs.1800/- per month. The Society contributes equal amount towards employee's provident fund. The above amount to be deposited to Provident Fund Organization within 10 days by concerned Society/ Institute. This is applicable to the employee as per the eligibility norms,

15. Discipline & conduct for the College faculty / other staff:

- (i) The employee shall confirm and abide by the Provisions of circulars, orders, rules and Regulation and directives and decisions of the Society.
- (ii) The employee should maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the Society / Institute as the Case may be. He/she shall ensure the integrity and devotion in to duty of all employee under his / her control and the authority for the time being.
- (iii) The employee shall extend utmost courtesy and attention to all persons with whom he / she have to deal in the sphere of his / her duties. He / she shall strive hard to promote the interest of the Society / Institute.
- (iv) No employee shall in the discharge of the official duties deal with any matter relating to award of any contract in favour of any company of firm or any other body or person in which he / she or any member of his / her family is interested, except the prior permission of the Society. After such permission is granted, the employee shall refrain him/ her from extending any undue advantage or benefit to such company firm or body case may be.
- (v) The employee, expect in accordance with any general or special orders of the Society / Institute in performance of his / her duties, Shall not communicate or cause to communicate directly or indirectly any official document or any part there of or information to any person within the Society /Institute or Outside to whom he /she is not authorized to communicate such document or information.



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- (vi) The employee shall not directly or indirectly take part in an my activity, demonstration or movement which is considered by the Society / Institute is prejudicial to the academic and administrative interests of the Society /Institute.
- (vii) The employee shall not accept, solicit or seek expect with the previous sanction of the Society any outside stipendiary or honorary work.
- (viii) The employee shall not apply for job, post or scholarship without the knowledge of the Society / Institute

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- (vii) The employee shall not accept, solicit or seek expect with the previous sanction of the Society any outside stipendiary or honorary work.
- (viii) The employee shall not apply for job, post or scholarship without the knowledge of the Society / Institute
- (ix) The employee shall not absent himself /herself from his /her duties, without his/ her first obtained the permission of the competent authority. in case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his / her control, he/she shall intimate to competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he / she shall further be liable to such disciplinary action as the competent authority may deemed fit.
- (x) The employee shall not bid either directly or indirectly, at any auction of Society /institute's property not shall he / she submit any tender for any supply to the Society /Institute.



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- (xi) The employee shall obey all the rules and regulation in the code of conduct finalise by the principal and monitoring committee, also he has to attend annual awareness programme on code of conduct organised by college.

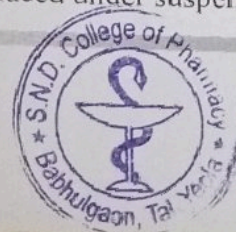
15.1 Misconduct: Misconduct shall be namely:-

- (i) Any action by the employee contrary to the provisions prescribed in the service Rules and regulations of the Society.
- (ii) Going on illegal strike, abetting including instigation or action in furtherance thereof.
- (iii) Theft, fraud or dishonesty,
- (iv) Breach of any standing orders or rules
- (v) Wilful or negligent damage of the Society / Institute property.
- (vi) Refusal to accept charge -Sheet, Order or other communications served according to the rules.
- (vii) Conviction in a court of law, involving moral turpitude.
- (viii) Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Society / Institute.
- (ix) Neglect of work or negligence in discharging any duty or failure to give the days out-turn.
- (x) Violence or inciting violence.
- (xi) Stopping work either singly or with other employee or anyone else not to Work.
- (xii) Allowing anyone within the prohibited premises of the Society / Institute or allowing any persons or persons whose entry is prohibited without the permission of the Competent Authority.
- (xiii) Falsification or tampering any paper or record of Society / Institution.
- (xiv) Obtaining employment under the Society / Institute by misrepresentation or facts.
- (xv) Making any false or exaggerated allegations against any officer, superior or a co - employee or Authority

15.2 Suspension-

The appointing Authority or any other authority empowered in that behalf by the Competent authority, by general or special order may place an employee under suspension:-

- i. Where disciplinary proceedings against him / her are contemplated or are pending and are likely to result into imposing any of the major penalties. Or
- ii. Where in the opinion of the Authority he / she has engaged himself /herself in activities prejudicial to the interest of the Society / Institution.
- iii. Where case against him / her in respect of any criminal offense is under investigation, enquiry or trial.
- iii. Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.
- iv. The employee shall be deemed to have been placed under suspension.

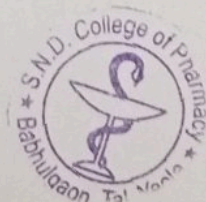


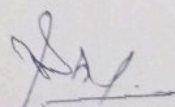
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- v. With effect from the date of his / her detention, if he / she is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.
- vi. With effect from the date of his / her conviction, if, in the event of a conviction for an offence he / she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the authority Competent to do so.
- vii. While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
- viii. The employee under suspension shall not accept any private or gainful employment.
- ix. The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.

16. College Policy for audits

College is embedded to the green campus and clean campus policy in regards of it college has made its own green campus policy. Green campus policy is separately prepared and made available to all students, teaching and non-teaching faculty and also it is made available on college website. So as per requirement College conducts the external green and energy audit.




Principal
S. N. D. College of Pharmacy
Babhulgaon, Tal. Yeola (Nasik)