

**Pravara Rural Education Society's
College of Pharmacy (For Women), Chincholi
Tal: Sinnar, Dist: Nashik**



Administration Policy

One Purpose, One Mission, One Dream

1. College Timing:
 1. College timing is as mentioned below
Teaching Staff: 10.00 to 5.15 pm.
Office Staff and Lab Assistant: 10.00 am to 5.15 pm.
Peon and Class fourth Employees: 9.30 am to 5.20 pm.
Lunch Break 1.00 pm to 1.30 pm.
2. Staff Appointment:
 1. Applicant will apply to P.R.E. S's, Establishment Department, Loni. After which the selection is done at college level.
 2. Demo Lecture of Candidate if taken in presence of Principal and HOD.
 3. Once selected the staff is appointed on Adhoc basis for the first year.
 4. For one year the concern staff Adhoc Approval is taken from University after Local selection Committee interview.
 5. If Self-appraisal and annual work performance found satisfactory the staff appointed is done for next year.
 6. After completion of one year as per P.R.E.S's policy the payment of staff is increased.
 7. For Three consolidated salary is given to staff.
 8. After getting selected in University interview staff is given probation of one year.
 9. After one probation period the staff is appointed as permanent staff of college.
 10. For appearing University interview the vacant post are necessary, the reservation posts are filled as per the University norms.
3. Non-teaching Staff Appointment:
 1. As per candidate educational qualification the appointment of non-teaching staff done through letter from P.R.E.S's , Establishment Department, Loni.
 2. For first five years the staff is paid consolidated salary and after completion of five years appointment order in given as per payscale.
4. Teaching NonTeaching staff leaves:
 1. Teaching Non-Teaching Staff those who are in pay scale can avail 15 days Casual Leave,10 days Sick Leaves apart from this Nonteaching staff can avail 30 days paid leaves.
 2. Casual Leave after completion of year get lapsed, paid and sick leaves are carrying forwarded.
 3. Only 30 Sick Leaves can be accumulated and only 60 paid leaves can be accumulated.
 4. Staff on consolidated pay are given 8 days Casual leave, after one year 10 day sick leaves can be avail no paid leave.

Teaching Staff Vacation Table:

Sr.no	Period of Service	Eligible for Vacation	Winter Vacation	
1	5 years and above	41 days	30 days	
2	2 years and above	30 days	21 days	
3	1 years and above	21 days	15 days	
4	6 months to 1 year	07 days	07 days	
5	Below 6 month	No Vacation	No vacation	

5. Those staff who have not avail the vacation the paid leave as per 3:1 day is credited in leave, he /she can avail the paid leave in any time in the current year.
6. Ladies staff are given Maternity leaves of 120 days.
7. Maternity leaves can be avail for two siblings only. After submission of all the delivery documents the salary for 120 days is paid.
8. Principal had right to grant leaves for any critical issue written communication is done to P.R.E. S's office any final decision is taken.
9. For approving the leaves permission of HOD is necessary also the staff has to adjust his work load.
10. The record of leaves is maintained by Establishment Department of College.

5: Provident Fund:

1. All teaching and non-teaching staff provident fund is deducted from salary very month as per the rules.
2. Before 10th day every month ECR is generated online.

6: Gratuity:

1. All staff who have completed five years in respective pay scale are eligible for gratuity scheme.
2. Gratuity will be paid after retirement or after giving resignation if meeting criteria given in clause 1.
3. The staff has to take clearance from all the department before applying for gratuity
4. The application of Gratuity is sent to account section of PRES's.

7: Attendance Report:

1. All teaching and non-teaching staff has to sign on the attendance muster.
2. All teaching and non-teaching staff have to do thumb punching on Biometric Machine.

3. At the end of month, the month report is prepared by Establishment department Clerk and send to Account Department of PRES's for salary.
4. The mustard attendance report is cross checked with biometric attendance.

8: Salary/Payment:

1. Every Month the salary for teaching and non-teaching staff is credited in bank.
2. Signature of teaching and non-teaching staff is taken on salary statement.

9: Salary/Payment:

1. Every year on 1st July increment is given to all teaching and non-teaching staff.
2. Appraisal form is taken in consideration for giving
3. yearly increment to staff.

10: In Service other business/tuition:

1. All teaching and Non-teaching staff on job staff cannot do any private business.
2. No private tuition can be taken be teaching staff.
3. All staff found guilty action with will be taken against him as per PRES's policy.

11: Dress Code:

1. All staff has to strictly wear the Dress Code as decided by society.
2. On Saturday staff can come in civil dress.

12: House Keeping Labor and Supervision:

1. All colleges in campus have a Cleaning Supervisor in common to supervise the cleaning of campus.
2. Cleaning Supervisor supervise the cleaning of campus every day.
3. If any issues related to cleaning and housekeeping come the respective vendor is communicate the same.

13: Students Notice :

1. All notices related to students are displayed on the notice board.

14: Inward Outward Register:

1. College level letters one separate Inward Outward Register is maintained.
2. Letters issued from college is Outward and the same in maintain in Register. The copy of same is maintain by respective department.
3. Important letters are Inward in the Register and circulate to concern person.
4. Most of the communication is done through mails and important mails are forwarded from college mail to concern person for necessary action.

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15: Staff Meeting:

1. All teaching staff with have a monthly meeting once or twice and MOM of same is maintain in register and kept in Principal custody.
2. All non-teaching staff with have a meeting as and when required and MOM of same is maintain in register and kept in OS custody.

16: Memo/Show Cause Notice:

1. Any staff found guilty will be given Memo/Show Cause Notice
2. Written explanation from concern staff is taken against the Memo/Show Cause Notice.

17: Holidays:

1. Every Sunday and 1st and 3th Saturday college will have a holiday.
2. As per University Calendar holidays for festivals, Anniversary etc are given to college.

Note: Depending on work All Staff can be instructed to come on holidays to college.



Prepared by



Checked by



Approved by



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