



**CRITERION 6**

**6.2.2**

**Administrative setup, Appointment  
Procedures**



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## **ADMINISTRATIVE SETUP**

As per guidelines issued from Trust Board of Organization, the monitoring and administration structure being set as follows;

- Agnihotri College of Pharmacy is run by the organization 'Jai Mahakali Shikshan Sanstha's Wardha .
- Secretary of the Organization acts as the representative of the management.
- IQAC and College Development Committee (formed as per the Maharashtra Public University Act 2016) frames policies related to development and functioning of institute. The Secretary and Principal have the powers related to finance, academic and administrative matters.
- Each department has a head who in turn assigns various tasks to different members of faculty.
- Overall the faculty and non-teaching works according to guidelines and directives provided by IQAC, CDC, various working committees and different cell of the college.



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## **APPOINTMENT PROCEDURES**

There shall be three designations in respect of teachers in the institute namely, Assistant Professors, Associate Professors and Professors. The number of teaching and non-teaching staff required, qualification, and experience and appointment procedures shall be as per the norms of AICTE/PCI/Government of Maharashtra.

### **i) Recruitment for Teaching Staff**

#### **Cadre Structure**

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

#### **Mode of Selection of Teaching Staff through University selection committee:**

As per the guidelines and norms of AICTE/PCI the requirements of faculty is put forward to college section of RTM Nagpur University Nagpur. After critically checking the requirements, college section issues NOC for the different post as per norms. As per cadres and category Backward Class cell (BC cell) approves roster for filling vacant seats. Then institute publishes advertisement in leading newspapers and on college website also. Scrutinization of applications is carried out after the last day for receipt of application. The list of applicants and resumes with relevant documents and details are then prepared. The VC, RTMNU Nagpur constitutes selection committee to conduct interview of applicants for all sanctioned posts and interview date is finalized with mutually agreed dates of selection committee members. Call letters are being sent to eligible candidates for attending interviews specifying place, date and time of interview. Selection committee



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conducts the interviews and recommends the candidates. All appointments are then approved from BC cell and Charity Commissioner of Nagpur District. Appointment letters issued to selected candidates. The selection list along with appointment orders, joining reports and all supporting documents are then submitted to the Registrar, RTMNU Nagpur.

#### Selection Committee

1. Vice Chancellor/nominee as the Chairman of the selection committee
2. Two subject expert nominated by University
3. DTE nominee
4. President of organization
5. Secretary of organization
6. Principal

#### **Mode for direct recruitment of teaching staff**

In case of vacancies arise and if it is to be filled on urgent basis for avoiding the academic loss of student we conduct the direct recruitment process for appointment of teachers on Adhoc basis.

Direct recruitment to all cadres is based strictly on merit basis. Number of vacant position is determined if any. Institute publishes advertisement in leading newspapers and on college website. Scrutinization of applications is carried out after the last day for receipt of application. The lists of applications and resumes with relevant details then prepared. Call letters are then sent to eligible candidates for attending interviews specifying place, date and time of interview. Internal recruitment committee comprising members from Management, Principal, HOD and senior subject teacher is being formed. Selection committee conducts interviews of shortlisted candidates. Demo lectures are being arranged and feedback from members and teachers are taken. Then selection committee recommends candidates. Letters of appointment are issued to selected candidates. Ad-hoc appointments are made on temporary basis for specified periods or for specific academic year.



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## ii) Recruitment for non-teaching staff

### **Cadre Structure**

#### **a) Office**

- (a) Administrative Officer (Graduate with experience)
- (b) Accountant
- (c) Senior Clerk (Graduate) (d) Junior Clerk (Graduate)
- (d) Peon (below or equal to SSC)

#### **b) Laboratories (other than computer Labs)**

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

#### **c) Computer Labs**

- i) Computer Technician

### **Mode for recruitment of non-teaching staff**

All positions are advertised in the newspapers or notified in the local notice boards. After scrutiny of received applications, a short list is made by the office of 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 or nominee of President of JMMS Wardha
- (b) Principal
- (c) Administrative Head
- (d) HOD of respective department



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## **CRITERION 6**

### **6.2.1**

#### **Service Rules**



  
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# Agnihotri College of Pharmacy

Bapujiwadi, Ramnagar, Wardha 442001, Maharashtra.

## SERVICE RULES

As per the guidelines of RTM Nagpur University Nagpur, Government of Maharashtra and Trust Board of Organization following service rules being followed.

### **Period of probation and confirmation**

1. The probation period is of 2 Years from the date of joining.
2. In the case of closure of branch/subject the management shall terminate service after giving appropriate notice or paying salary in lieu of the notice period.
3. Service shall liable to be terminated during probation without assigning any reason.
4. Faculty shall not engage in private tuitions/coaching classes or shall accept any part time job without the prior written permission of the competent authority.
5. In case of no teaching load situation, the management reserves the right to discontinue services at any point of time. A review of performance will be taken every three month.
6. In the case, faculty desire to resign; he/she will have to serve three months' notice or will have to pay three months' salary in lieu of that.
7. Faculty shall abide by all rules and regulations as laid down by Sanstha time to time.
8. The confirmation shall be given after approval from University selection committee.

### **Duty leave**

Duty leave of the maximum of 30 days in an academic year may be granted for the following:

1. Attending conferences, congresses, symposia, seminars and delivering lectures in institutions and universities
2. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute;
3. Participating in a delegation or working on a committee appointed by RTM Nagpur University or any other academic body; and
4. For performing any other duty for the university/institute

### **Casual leave**

1. Total casual leave granted to a teacher shall not exceed 12 days in an academic year as per the norms of RTM Nagpur University.
2. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.



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### **Maternity leave**

1. Maternity leave on partial pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
2. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

### **Medical leave**

1. Medical leaves of 4 per year allowed.
2. Extended medical leave up to five days as and when required.



  
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**Stakeholder's participation in various committees**



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Participation of stakeholders in various committees are mentioned below:

**Teaching Staff Representation**

- Finance and purchase
- Academic monitoring
- Store
- Library
- Examination monitoring
- Training and placement cell
- General maintenance committee
- R& D cell
- Anti-ragging
- Institutional Animal Ethical Committee
- Anti-discrimination cell
- SC/ST/Minority cell
- Training and placement
- Alumni and parents meet
- Grievance redressal cell
- Admission cell
- NSS and Sports
- Animal house
- Website/magazine
- GPAT and competitive exam
- Guest lectures

**Non-teaching Staff Representation**

- Finance and purchase
- Store
- Library
- Anti-ragging committee
- Admission committee
- Animal house
- SC/ST/Minority cell

**Students Representation**

- Students council
- Anti-ragging committee
- IQAC

**Parents Representation**

- Anti-ragging committee
- IQAC



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## External Representation

- Animal ethical committee
- Anti-ragging committee
- Institutional Animal Ethical Committee



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