

Published Rules, Procedures, Recruitment and Promotional Policies

College has a set policy and procedure for the recruitment and promotion of staff, supporting staff and faculty. College does strictly adhere and follow the norms and guidelines of affiliating University that is Savitribai Phule Pune University and Government of Maharashtra. The details of the recruitment and promotional policies of college have been uploaded on the college website for the knowledge of new incumbents. Moreover, the promotional policy is strictly based on the seniority of a common roster of the reservation cell of Savitribai Phule Pune University.

Recruitment of Faculty

Vacancies in each department for teaching posts are computed based on the workload and existing available staff.

- I. Before advertisement the roster of Reservation Cell of Savitribai Phule Pune University is verified in order to ensure the percentage of vacancies for reservation categories.
- II. The copy of the advertisement duly signed by the Principal is submitted to Savitribai Phule Pune University for favor of sanction and additional copy of the same is also submitted to the reservation cell for the information.
- III. Applications are invited by publishing the advertisement in leading National, State and Local newspapers and Institution's website after approval from the University authorities.
- IV. Selection Committee duly constituted by the University for interviews, adjudges the merit of each candidate, and prepares a list of selected candidates on a preferential basis.
- V. The institution submits the recommendations of the Selection Committee to Savitribai Phule Pune University for its approval.
- VI. After receiving the approval list from Savitribai Phule Pune University, the appointment letters are sent to the candidates.
- VII. The institute submits necessary documents of the persons who join duty against the appointment letters to the University for Teacher's Approval.
- VIII. After two years of probation and satisfactory performance recorded as in the confidential reports, the management confirms the appointments on a permanent basis.

Promotion/Selection Policies for Faculty

- Selection of the faculty members to Professor, Associate Professor and Assistant Professor Grades is done as per the norms of Savitribai Phule Pune University, Pune.
- Promotion policy for faculty exists for career advancements.

Recruitment of non teaching and supporting staff

The vacancies of supporting staff are computed with a consultation of HODs and Principal. The non teaching staff is computed in discussion with office superintendent and Principal.

Recruitment of staff is made as per the strength and need of the college and following guidelines of AICTE and Savitribai Phule Pune University.

1. Details of the requirement of the staff are communicated to the Management and Governing body of the college for approval.
2. Approval of the authorities as per the requirement is sought.
3. Posts are advertised in local news-papers, if required.
4. The selection committee is constituted by the management of the college.
5. After interviewing the candidates, the selection committee submits its report to the competent authorities. Accordingly, staff is appointed as per the requirement of the college.
6. The appointment of Accountant, Cashier, Office Superintendent is made as per required qualification of the post.
7. The appointment of Laboratory Technician is made as per the minimum qualification required for the post like B. Sc. / D. Pharm/ B. Pharm.
8. The attendants are appointed with minimum qualification.

Service Rules

The overall service rules for the appointment of supporting staff, non teaching staff and faculty have been followed as per the norms and guidelines of Maharashtra University Act 1994 and Maharashtra Public University Act 2016 and statues and code of conduct, ordinances, rules and regulations set by Savitribai Phule Pune University and Government of Maharashtra time to time. The details of the service rules are uploaded on the college website. The gist of which is mentioned below

1. Service of candidate will be governed by the Maharashtra University Act, 1994 and Maharashtra Public Universities Act, 2016, Statutes, Code of Conduct, Ordinances and rules and regulations laid down by the Savitribai Phule Pune University, Pune and State Government of Maharashtra from time to time.
2. Candidate will be appointed in respective category in clear vacancy on full-time basis on probation for a period of Two years from the date of joining.
3. i) The candidate will be paid as per the pay scale for the respective post. The candidate will also be entitled to Dearness Allowance, House Rent Allowance T.A. and C.L.A. at the

rates prescribed by the State Government from time to time. In case candidate is appointed for a period of more than one year, the candidate shall earn an annual increment.

- ii) The appointment of candidate and his/her salary shall be subject to approval by the Savitribai Phule Pune University and Director of Technical Education / Director of Higher Education as the case may be.
4. The appointment is subject to the minimum number of students and the workload prescribed for the post.
5. The candidate shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, degree certificate, mark-sheets, experience certificate, discharge / relieving certificate, last pay certificate, caste certificate, change of name certificates (if any), etc, before joining his/her duties.
6. In case the candidate accepts the appointment, he/she has to execute deed of Contract of Service as prescribed in the Statutes at the time of joining the duties.
7. The candidate will be allowed to join the duties on producing-
 - i) Two Passport size Photographs,
 - ii) Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
 - iii) Relieve letter from previous employer (if any).
8. The candidate shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of his/her duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that he/she is free from any contagious disease and that he/she is physically fit for employment on the staff of the college / institution.
9. The candidate is required to give the correct mailing address and phone number (if any) as soon as he/she joins the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by the candidate.
10. Candidate will not contact or engage himself/herself in any private tuition or private coaching classes.
11. Candidate will not engage himself/herself in any other job paid full-time, part-time or otherwise, during the continuance of his/her service, without the permission of the competent authority/ Management.
12. Candidate's service is transferable to any other colleges /institutions run by the Management.
13. The appointment of candidate may be terminated, at any time, by either vide / party, by giving one month's notice or one month's pay in lieu of notice period in case the period spent in service is more than six months.

14. If the candidate is found absent continuously for more than thirty days without permission; his/her services will stand terminated automatically. If candidate is found guilty of violation of any terms and conditions mentioned above, the candidate will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of his/her service he/she shall not directly or indirectly do such things which are subversive to the interests of the Society / University / Institute / College / Students.
15. A candidate has to communicate his/her acceptance to the Management/ College/ Institution within seven days from the date of receipt of this Order of Appointment, failing of which his/her appointment is liable to be cancelled.
16. If candidate belongs to reserved category, his/her appointment is subject to submission of cast certificate from the Competent Authority.