

Key Indicator:	6.2: Strategy Development and Deployment
6.2	Strategy Development and Deployment
File Description	Any additional information



6.2.2

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Sr. No.	Details of Documents	Page No.
1	Governing Body	3 -5
2.	Appointment and Service	06-12

ESTD. 2003



॥ विद्या परम् देवतम् ॥

Wainganga Bahu-Uddeshiya Vikas Sanstha's

BAJIRAOJI KARANJEKAR COLLEGE OF PHARMACY

Nagzira Road, Sakoli Dist. Bhandara 441802 (MS)

(B.Pharm - RTMNU Code - 495, DTE Code - 4204)

(D.Pharm - MSBTE Code - 0653, DTE Code - 4268)

E-mail : bkcp Sakoli 2003@gmail.com

website - www.bkcp.in

Chairman : Dr. Brahmanand B. Karanjekar

Secretary : Dr. Mrs. Vrunda B. Karanjekar

Ref. No.

Date :

Organization and Governance:


Constitution of the Governing Body:

The College Development Committee of Bajiraoji Karanjekar College of Pharmacy, Sakoli, Dist- Bhandara from by the Wainganga Bahu-Uddeshiya Vikas Sanstha (WBVS), Nagpur was duly constituted on 05th Feb. 2021 under Maharashtra State Public Universities Act, 2016, Section 97 (1) as follows:

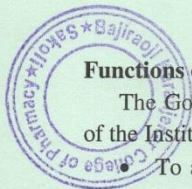
The governing body of an Institution shall have equal representation from the Society/ Trust on the one hand and the Government, Council, Students and Affiliating Body on the other hand. The constitution is so prescribed that the collective wisdom of the members of the society, Government officials, officials of the affiliating body and the expert members is available for smooth running of the institution. The Governing Body constitutes of 9 members including the Chairman, Secretary and Member Secretary.

Composition of Governing body:

Sr. No.	Name	Design
1.	Dr. Brahmanand B. Karanjekar	Chairman
2.	Dr. Vrunda B. Karanjekar	Secretary
3	Mr. A. Y. Sahare	Member
4.	Mr. T. P. Nimbekar	Member
	Mr. S. S. Bodhankar	Member
	Mrs. C. P. Ramteke	Member
5.	Mr. R. R. Pardhi	Member
6.	Dr. L. S. Nawkhare	Member
	Dr. J. K. Thakur	Member
	Shri. Pravin Patel	Member
	Shri. Rajkumar Dubey	Member
7.	Mr. A. O. Maske	Member
8.	Ms. Sweety Nirwan	Member
	Piyush Neware	Member
9.	Dr. P. S. Raghu	Member Secretary


Officiating Principal
Bajiraoji Karanjekar
College of Pharmacy, Sakoli

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Functions of the Governing Body:

The Governing Body as stated earlier is the Supreme Body responsible for the management of the Institution. Its function shall include the following:

- To approve the budget estimates- recurring and non- recurring for the financial year in advance.
- To scrutinize and accept the audited statement of account yearly.
- To estimate the workload, approve the staff requirement for teaching and non-teaching (technical and administrative) for the Institute.
- To consider and approve the proposals for creation of infrastructure such as building, equipment, library on continuous basis.
- To consider and make provisions for meeting the general and specific conditions laid by the Council (AICTE), the State Government and Affiliating Body and monitor the progress in fulfilling the conditions.
- To consider the report of the Principal on status of admission.
- To consider the report of the Principal on the academic performance of the students.
- To monitor the working conditions of the Staff as prescribed by the Affiliating Body/Government.
- To consider the proposals of the Principal for improvement in academic performance of the Staff.
- To consider any other matter that enhances the academic atmosphere in the Institution.
- To consider any proposal for expansion of educational activities to be made to the Council/ Government/ Affiliating Body.
- Frequency of meeting- Governing Council meets once in a year.
- The college has a well-marked administrative set up conforming to the norms of the AICTE and UGC.


Published rules, procedures, recruitment and promotional policies, etc.

1. The rules are well defined. The policies and procedures are made clear. Rules concerned with the general administration of the college, recruitment procedure and service conditions of the staff, leave rules of the staff, policies of promotion and increment are framed properly.
2. All the newly recruited staff and the newly admitted students are made aware of these rules through orientation Programs. These are also made available on the college website.
3. Recruitment is done in a transparent manner purely on the basis of merit, after notifying the vacancies in the leading newspapers.
4. Recruitment of faculty and staff for regular appointment is done by the Chairman of the selection committee and approved by Rashtrasant Tukadoji Maharaj Nagpur University,

6.2: STRATEGY DEVELOPMENT AND DEPLOYMENT

Nagpur. Selection committee comprising of the subject experts, the management representative and the Principal.

5. In case of immediate requirement, recruitment is done by the college staff selection Committee consisting of the management members, Principal and the subject experts.
6. The published rules, policies and retirement are made available on the college website.


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Wainganga Bahu-Uddeshiya Vikas Sanstha, Nagpur's
BAJIRAOJI KARANJEKAR COLLEGE OF PHARMACY

Nagzira Road, Sakoli, District: Bhandara (Maharashtra) 441802.

Tel./Fax : 07186-237199

E-mail : bkepsakoli2003@gmail.com,

Web Site : www.bkcp.in

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Date:

Appointments & Service Classification of Employees

Employees can be classified as:

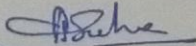
- 1) Temporary
- 2) Probationer
- 3) Permanent/Regular
- 4) Visiting or guest


1. **Temporary** means one who is on purely temporarily basis for stipulated period.
2. **Probationer:** Means one who is on probation.
3. **Permanent/Regular Employee:** Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period or otherwise.
4. **Visiting or guest Employee:** Means one who has been employed on any job/post on part-time basis or temporarily assignment for visiting lecturers or any other assignments.

Appointment

1. All appointment means: - Managing Trustee or he may have the power to delegates his authority to any person
 2. All appointments other than temporary post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority, as per norms of university in existence at that time.
 3. Qualification and experience - For the appointment of teaching & non-teaching staff, AICTE State Govt, and University norms wherever applicable will be followed.
 4. Every applicant for employment will be required to fill up and sign the prescribed/general information form along with all necessary testimonial and certificates.
- I. A test of proficiency in the job he seeks in the manner will be considered necessary for the purpose.
 - II. Medical test by a registered medical practitioner with minimum M.B.B.S. or DMS degree.




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III. Every person appointed must sign the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment. A copy of the said Rules and Regulation shall be issued to each employee at the time of his/her employment.

IV. When joining service the employee shall furnish the Management with his/her full address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated to the management.

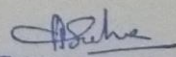
V. Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications as may be necessary.


VI. Every employee, before appointment, shall produce documentary evidence of his/her date of birth as indicated below

- A certified copy of date of birth as recorded in the Register of the Corporation/Municipality. OR
- Matriculation /school Final/ School Leaving certificate ;
- The date of birth of an employee once entered in the service records shall be the sole evidence of his/her age, in relation to all matters pertaining to his/her service including the fixation of the date of retirement.

VII All applicants will be interviewed and tested for proficiency in the vacant/new job

- A members of the staff appointed against a permanent post shall be on probation ordinarily for a period of twenty four months provided the Management may waive it for exceptionally deserving candidate or extended the period of probation for a further required periods. After satisfactory completion of the period of probation the employee shall be confirmed by the Management in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing.
- The services of any employee on probation may be terminated without assigning any reason whatsoever.
- Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.


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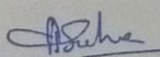
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The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Employees will authorize such investigation and the giving and receiving of any information requested by The Institution and shall release from liability any person giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.

9. Every employee, shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered/probation,. The letter of appointment shall contain the terms of employment and other service conditions. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the institution.
10. An employee may discontinue his services in the college even after his confirmation by giving one month notice or by paying an amount equal to one month salary in lieu of notice provided there are no dues outstanding against the employee.
11. No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/principal.
12. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution

Probation.

All appointments against permanent posts will normally be on probation ordinarily for a period of six months provided the Appointing Authority may waive it for exceptionally deserving candidate or extend the period of probation for a further period. After satisfactory completion of the period of probation the employee shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing Unless confirmed in writing the employee shall continue as a probationer.

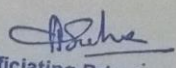

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Leave Rules

1. Leave shall be granted in accordance with the "Rules".
2. Leave cannot be claimed by any employee as a matter of right.
3. For purpose of Leave, Leave Year shall be reckoned from July 01 to June 30.
4. For purpose of Leave, Saturday will be reckoned as a full day.
5. Leave application shall be submitted in the prescribed form to the Head of the institute who will approve such leave and all should submit their application for approval.
6. The leave Application shall be submitted well in advance and ought to be sanctioned by the principal before availing of the leave.
7. A record of all sanctioned leave shall be maintained in the office record.
8. An employee who is placed under suspension shall not be granted leave.
9. An employee is required to apply in writing for extension of any leave before it expires.
10. Employees shall, before proceeding on any leave, intimate to the competent authority his/her address while on leave and shall keep the authority informed of any changes in the address.
11. Employee on probation will be granted casual leave @ of 1 day (One day) for One month's work.
12. No person who has been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a medical certificate of fitness. If any doubt arises the Competent Authority has every right to take second opinion from another doctor and his decision shall be final and binding. If an account of sickness, any employee is unable to resume his duties by the due date he shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.
13. Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the emergencies of service demand otherwise.
14. No leave can commence unless it has been sanctioned, Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action in addition to penal deductions.


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15 No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.

16. Continued absence of more than four days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services in addition to penal deduction.

17. The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the GOVERNING BODY in its sole discretion. The decision of the GOVERNING BODY in this regard shall be final and binding.

Combination of Leave

Any kind of leave under these Rules except Casual Leave may be granted in combination with or in continuation of any other leave.

(i) **Holiday:** Holiday means a day declared by a notification of the Institute to be nonworking day for all employees except those otherwise specifically asked to attend the institute.

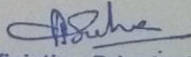
(ii) **Salary:** Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, HRA, conveyance, etc.


(ii) **Leave:** Leave availed reportedly without prior permission of the authority will account of misconduct

Casual Leave

Casual leave may be either prefixed or suffixed to weekly holidays

1. Sundays, holidays and weekly holidays falling within the period of Casual leave shall be counted as part of the Casual leave.
2. Casual leave cannot be combined with any other kind of leave or vacation.
3. All casual leave which any employee/person is entitled to during any academic year shall cease to be due to him/her at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year.
4. Casual leave is intended to provide for occasional absence and request for the same must be submitted in advance or on the day of resuming duty.


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5. Casual leave may be granted to all employees for a total of 12 days in each Calendar Year subject to the necessities and emergencies of work.

6. Not more than 3 days casual leave may be availed of at a time.

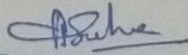
7. Casual Leave not availed during a Leave Year shall lapse.


Medical Leave

1. All permanent employees may avail of 06 days Medical leave in a leave year with full pay.
2. If the concerned employee is required to avail of medical leave more than 3 days at a glance, he/ she must submit medical leave applications within 24 hours on the onset of illness supported by a medical certificate issued by a Registered Medical Practitioner whose minimum degree should be M.B.B.S./D.M.S/BDS.
3. The above medical practitioner should attest the signature of the employee on the unfit certificate; and a second fitness certificate from the doctor(s) concerned similarly attested, on recovery of illness, certifying that the employee is medically fit to resume full duty shall have to be submitted. The concerned employee shall not be allowed to resume duty (absent on medical ground) without his illness and fitness medical certificate.
4. The College may, however, get the employee concerned examined at its cost by a medical practitioner specified by the management if it deems necessary, if the employee refuses to appear for examination or is declared fit for duty on examination, his request for Medical leave may be rejected and disciplinary action may be initiated against him.
5. Grant of Medical leave to employees who are out of station even if their applications are supported by certificate issued by outside Registered Medical Practitioners is only at the discretion of the competent authority. No employee shall leave the station during the period of any Sick leave without the prior permission of the competent authority in writing

Maternity Leave

1. Married women will be entitled to Six month maternity Leave with full pay for both ante-natal and post-natal periods for pregnancy, provided she has already served the College for a period of two year immediately preceding the date of her leave.


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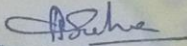
2. Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.

3. Medical leave may be combined with maternity leave. Maternity Leave with pay shall be granted twice during the entire period of service to married women only.

4. Maternity leave may be granted to an employee on full pay in cases of miscarriage including Abortion subject to the condition that any registered medical practitioner

Lien

Lien period for regular employee may be granted as per existing norms of Govt.


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