



KONKAN GYANPEETH
RAHUL DHARKAR COLLEGE OF PHARMACY & RESEARCH
INSTITUTE, KARJAT

(Approved by AICTE & P.C.I. (New Delhi), D.T.E. (Govt. of Maharashtra) and Affiliated to University of Mumbai)

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Smt. Anupama Dharkar Wangdi
Chairperson

Capt. Sariputta Wangdi
Vice Chairman

Shri. P. V. Shringapure
Secretary & CEO

Shri Z. A. Dabhiya
Treasurer

Dr. M. K. Kale
Principal

ADMINISTRATIVE POLICY

1. All Saturdays will be holiday.
2. The Casual Leave (C.L.) will be 12 days per year for all employees.
3. Only one C.L. will be granted in a month. The advance C.L. will be sanctioned only by the proper recommendation of the respective H.O.D, Academic Dean and Principal, only when proper alternative arrangement is made for theory and practicals. If the staff had already claimed medical leave in a particular month then no C.L. will be granted in the same month.
4. It is mandatory to take prior Sanction of Earned leaves, at least 15 days in advance.
5. No winter/summer vacation will be granted without completing the formalities concerned to academic/administration/examination work. Vacation is not applicable to the staff in first year of the service, K.G.RDCP&RI is pleased to give vacation to the staff as follows:

Sr. No.	Period (Vacational staff only)	Vacation applicable per year
1.	Those who have worked for 01 year and more (Teaching Staff)	70 days
2.	Those who have worked for 01 year and more (Technical Non-Teaching Staff)	55 days

The duration of vacation may be altered or cancelled by the Principal as per the academic/administrative requirements. However, for every 3 days of working, 1 EL will be granted. It is mandatory to attend prefix and suffix days of vacation period or else the total period of vacation and the leave/absentees will be treated as LWP.

6. The college timing will be: 08.30 a.m. to 5.00 p.m. working hours should be minimum 42 hour per week. Daily minimum 08.20 hr of working is mandatory. It will be monitored by biometric system timing will counted +/- 10 minutes there may be some variation as per final academic time table. Lunch time should not be more than 30 min.
7. Muster will be available for signing purpose. Faculty/Staff members should not leave the college without prior permission of the concerned authority.

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8. The staff is not permitted for late coming and early going. If found, strict action will be taken against him/her. Attendance will be finalized as per the Biometric system. Incoming and outgoing time should be noted. For 3 late, 1 CL will be deducted and forgetting thumb impression once will be treated as ½ day CL and forgetting further will be treated as absentees/LWP.
9. Employees engaged in laboratory/workshop should be present till completion of the practical/work. The record/journal should be assessed and signed regularly. Theory and practical Classes should engaged as per the time table for the total period mentioned. The Lab Assistant and concerned lab attendant should be present in the lab during entire working periods
10. Report of academic monitoring of the theory classes/practical should be submitted to the principal by 5th of every month on monthly basis.
11. In case of any requirement for the lab./office/store/exam/Library/others be submitted in advance. Prior sanction should be taken after following procedure through Purchase committee. All the sanctions for purchases should be taken from the Principal.
12. If any of the staff members found sleeping, consuming tabako, smoking or intoxicated with alcohol in the college during working hours then memo of suspension will be issued by the authority and strict action will be taken.
13. Misuse of computers such as internet chatting, Social networking, watching online cricket matches, face book communication, playing games/cards, irrelevant downloading, share marketing & trading, etc. will be strictly dealt.
14. Staff member should wear regular college dress or formal dress as applicable (Non T-Shirts, Jeanes during college working time)
15. The Principal/Competent authority can order to transfers of any of staff members to inter-departmental and/or intra-departmental and/or to other college of the trust.
16. Additional increments, promotion, AGP and other implementation of the salary will be based upon the performance, appraisal report, feedback report, confidential report, academic monitoring reports and work contribution of the employee towards the college. However yearly increment w.e.f. July every year will be paid if the service is satisfactory and regular. However if any employee remaining absent without permission or misbehaves or has seven days LWP in a year will not be granted any increments for the subsequent year due to break in service.

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17. All the staff should wear the valid college Identity card in college campus during working hours.

18. The college will issue letters/order/warn orally for any extra work during holidays/vacation i.e. inspection, accreditation, AICTE/PCI/MSBTE/University work etc. then earned leave will be granted for such type of work. No Compensatory off will be given.
19. All employees should seat at a allotted place the should keep their tables, chairs and other area neat and clean. There will be a surprise visit by the higher authority at any time during college working hours. There will be a surprise circular issued by the principal to check the proper functioning of the college.
20. Allotted work from the higher authorities should be complied and submitted in time with due details by the staff.
21. Do not harass the student for tuitions, term work/oral marks, demand for any money or blackmailing etc. If any misbehavior and any harassment is observed then strict action will be taken by the Principal/Management against him/her.
22. Misbehavior like smoking, consumption of alcoholic drinks, chewing tobacco, spitting and any other evil habits are strictly prohibited in the premises of the Institute.
23. If memo is issued to any staff member, then it should be answered within two working days.

The following are the categories of the memo:

- a) If first memo (H.O.D. note.) is issued then it will be warning to the staff member and same copy also submitted to Principal. If matter is serious, then H.O.D. should forward the note to the principal.
 - b) If second memo is issued then it will be show cause notice to the staff member.
 - c) If third memo is issued then he/she will not be entitled for further increment and promotions or he/she will be eligible for suspension or termination from the institute. The hearing committee consists of Redressal Committee H.O.D., Principal and Management Representative.
24. All the employees especially clerical staff, lab. attendants, peons, bus cleaners, watchmen, sweepers, gardeners, drivers etc should do the additional college work as assigned by the concerned authorities.

The Institute reserves the right to change amends, add or cancel any of the rule(s) mentioned above without giving any reason or notice in advance when and where required.



LEAVE ADMISSIBLE TO PERMANENT/ UNIVERSITY APPROVED EMPLOYEES:

1. All the leave applications should be forwarded to the Principal for prior sanction through proper channel with remarks from HOD/ Exam incharge/academic incharge, Clerk, OS. Alternative should be done and workload should be assigned.
2. Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority/Principal. In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.
3. Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.
4. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
5. Note: Employees should be present on the last day of the term and on the opening day of the term after vacation.
6. Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons. Alternative arrangement of your work be done appropriately.
7. The leave account shall be maintained for each employee. The leave year shall run from 1st January in every year to the 31st December of that year.

The following kinds of leave would be admissible to permanent employee:-

A. CASUAL LEAVE

1. Total casual leave granted to a employee shall not exceed ten days in an academic year.
2. Casual Leave cannot be carried over to the next leave year.
3. Casual leave cannot be combined with any other kind of leave.
4. C.L. will be sanctioned only when proper alternative arrangement is made for theory and practical.
5. Only one C.L. will be granted in a month. The advance C.L. will be sanctioned only by the proper recommendation of the respective authority.
6. Special Casual Leave may be granted to do such other work as may be approved by the Principal.



B. EXTRA-ORDINARY-LEAVE

A permanent employee may be granted extra-ordinary-leave as sanctioned leave but without pay (LWP), when no other leave is admissible, but only on prior sanctions.

C. DUTY LEAVE

Duty Leave may be granted with the prior permission of Principal for:

1. Attending conferences, congresses, symposia and seminars;
2. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University
3. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants commission, a sister University or any other academic body.
4. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion; (Preferably during vacations)
5. Duty Leave will be given also for sharing expertise in the meetings of UGC, DST, PCI, AICTE, DTE, and Government Departments only.

D. EARNED LEAVE

1. Thirty (30) Earned leave per year admissible to a non vocational staff
2. $\frac{1}{3}^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation, i.e. for every three days, One E.L. will be granted.
3. For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
4. Earned leave at the credit of an employee shall not accumulate beyond 300 days
5. When an employee combines vacation with earned leave, the period of vacation shall be reckoned as leave.
6. It is mandatory to take prior Sanction of Earned leaves, at least 15 days in advance.
7. Minimum of three days Earned leave & maximum of 60 days can be granted with prior permission.



E. LEAVE ON MEDICAL GROUNDS

1. Ten (10) medical leaves per year can be granted to the employees. It can be accumulated to 180 days.
2. Employee who has been granted medical leave, He/She will be required to produce a medical certificate of fitness before resuming duties in such manner and from medical officer/civil surgeon/registered medical practitioner with MBBS qualification.

F. MATERNITY LEAVE

1. Maternity Leave on full pay may be granted to a university approved woman employee for a period not exceeding 90 days, to be availed of twice in the entire career and the application for leave is to be supported by a medical certificate.
2. Additional Maternity Leave may be sanctioned but leave without pay (LWP).
3. This leave should not be combined with vacation.

G. No compensatory off will be granted in the following case.

1. If the employee works as an alternative arrangement for other employee.
2. If the employee has to work for Examination/Inspection purpose.
3. If detained by the principal for specific duties.

However, if he/she is required to perform duty during the above period then it will lead to accumulation of EL

The Institute reserves the right to change, amend, add or cancel any of the rule(s) mentioned above without giving any reason or notice in advance when and where required.

ADMINISTRATIVE WORKLOAD

Sr. No.	Name	Duties and assigned work
1	Mr. Shivram S. Patil* (Office Superintendent)	<ul style="list-style-type: none">• All Admissions & Administrative work, College upkeep & maintenance• All affiliation, approval, Confidential and legal documentation• Personal file, Appointment, joining report, address document, ID proofs etc, faculty profile, Photo• Service Book update, Staff approval(MU)file & correspondence• General administrative file, rules and regulation, self Appraisal. Feedback, Complaints of students & staff,• File documentation, registers related to staff meeting, LMC, GB, MTNS, RTI, KG, Anti Ragging, etc.
2	Mr. Pravin K. Patil	<ul style="list-style-type: none">• All Cheque fee receipts• Inward outward entry register• Social welfare department all scholarship follow up, EBC Scholarship follow up,

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6	Mrs. Poonam Deshmukh	<ul style="list-style-type: none"> • Upkeep, maintenance & administration in library • Accession registrar, Journal registrar, • Book usage, registrar students & staff List of titles, volumes, Copies, values, yearly purchases etc, list of journals (N & I), yearly renewal subscription, • E-library, CD, internet, Library software, Bar-coding, Library Board, Other display boards, issues registers (staff & students), Newspapers, and Library rules, yearly purchase, • Book bank, library grants etc. • Xerox maintenance registrar, Accounts, language lab, computers.
7	Mr. Suhas Gupte	<ul style="list-style-type: none"> • Upkeep, maintenance & Store management • All inventory record, files, Stock books, dead stock register, • Inventories (Chemicals, glasswares, equipments, apparatus, stationery, furnitures, etc.) requirements, requisition, quotations, comparative statement, demand , supply, • Store accounts, audit, loss and breakage,
8	Mrs. Pallavi Juikar	<ul style="list-style-type: none"> • Result analysis/ Teachers wise / Subject wise/college wise/ University wise • Student attendance,(soft and hard copies) • Upkeep of Periodic/ Final marks, convocation, prepare all records • Upkeep of Exam notice, boards/Notice File, Time table, Syllabus, academic calendar • Regular work allotted by exam section in charges
	Mrs. Revati Deshpande (Lab. Technician) Mr. Rajendra Lokhande (Lab. Technician) Mrs. Mamta Patankar (Lab. Technician) Mr. Vikas Phirke (Lab. Technician) Mr. Sanjay Chaudhari (Lab. Technician)	<ul style="list-style-type: none"> • Arrange all equipment, apparatus, furniture etc in your lab with proper labeling, dead stock number, SOPs, uses registrar, visit book etc. Ensure Cleanliness & maintenance of lab, basins, racks, cupboards, balances, store, Preparation room, tables, furniture etc. • Proper arrangement, labeling, daily preparation & up keep of chemicals • Ensure proper display of boards, safety precaution, do's and don'ts, black boards etc • First Aid, Fire extinguisher, exhaust fan in working condition • Journals, practical's lab manual schemes, daily attendance, use of chemicals etc • Ensure orderly & disciplined working in laboratory • Support teachers in engaging practical • Be responsible for allotted activities • Report your requirement in advance,(use requisition slip), Breakage list update • Maintain register/record for alcohol & other hazardous chemicals, CPCSEA register <p>In addition to lab work, all lab assistant should work for College Functions, Animal House, Machine Room, Instrument Room, Notice Boards and Museum, MSBTE, Examination etc as assigned by OS, HOD and Principal.</p>
	All Lab Attendant &	<ul style="list-style-type: none"> • All works allotted by Principal, faculties, OS, lab technician • Arrangement for smooth conduct of practicals, Laboratory

2	Mr. Pravin K. Patil	<ul style="list-style-type: none"> • DCF-Report(ASSISHE portal), Statistical information • Enrolment, Eligibility, MSBTE, Students insurance, Water potability, Fire, • Notice Board & Notice File upkeep • Hospitality/welcome/Reception arrangement for all guest & committee ,Welcome board • Arrangement for various academic and administrative functions such as seminar, conferences, guest lecture etc. • Upkeep of arrangement by lab attendants, peons & supervision of cleanliness, maintenance- gardener, sweepers, security duties work allotment
3	Mr. Rupesh D. Patil	<ul style="list-style-type: none"> • Third & Final Year admission –fee receipts, Breakage receipts, Cash/Cheque record reporting • Railway Concession, Bus Pass, Bus services contract updates & daily record • Minority Scholarship Work • PCI update • Biometric Attendance, Leave, vacation, rules & record, attendance register • Dead stock register (office) • Arrangement for various academic and administrative functions such as seminar, conferences, guest lecture etc • Locker Distribution and Maintenance
4	Mr. Niket K. Mandawale	<ul style="list-style-type: none"> • Online First Year B.Pharm & D.Pharm. Admission processing • AICTE, MU University, MSBTE, DTE, Shikshan Shulka Samiti PNS online work and all report, affiliation, updated documentation • Merit list approval • All new project & grants updating, Arrangement & verification of office records file for • All inspection & committee • All originals & Xerox records of approval, affiliation, building plan, land document architect document etc • Daily email checking, Daily official website checking, Daily all typing work • Staff Interview work, All affiliation, approval, Confidential and legal documentation
5	Mr. Navnath A. Shelke	<ul style="list-style-type: none"> • Daily voucher payment updates • Daily Bank transaction • All Account work update and reporting • All audit work(internal and external) • Prepare Salary statement, Salary slip, • Daily cash record update and reporting • PT, Form 16, IT filling, returns records • PF account maintenance • Examination account, Income/Expenditure reporting • Students register, fee paid register updating • Staff, students, parents address & phone numbers, ID proof • Weekly/ monthly Income/ Expenditure & Outstanding fees reports (soft and hard copies)

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	Peon	<ul style="list-style-type: none"> • Cleanliness and maintenance, Museum and display maintenance, regular upkeep and painting of corrosive steel/metal/wooden lab furniture • All arrangement for stage, gathering, seminar, guest lecture, other function, furniture arrangement, arrangement for guest and audience, sound system arrangement, Lamp, banner arrangement, Photography, Sport and cultural activity, examination furniture arrangement, Lunch, Tea, Hospitality arrangement etc
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- * In absence of OS, **Mr. Pravin Patil** will look after all administrative work
- For any leave, outstation work, other work obtain prior permission of Principal & make alternative arrangements
- Maintain daily work register/ diary –report to OS daily & once a week to Principal
- Cash/Cheque, all transaction, Income & Expenditure, fee collection, Examination Income & Expense, brakeage, bus pass, any misc receipts etc be reported to Principal daily.

Apart from above work any other work assigned by Principal, OS & Konkan Gyanpeeth Management to be completed in time.







Bus Rules for Students

Students can avail the college transport subject to the availability of seats. The bus routes are drawn up and the parents should consult the college transport Incharge for necessary details. Please go through the following bus rules.

- All students using the college bus are expected to be on the right side of the bus stop at least five minutes before the arrival time of the bus.
- Students should stay away from the main road until the bus arrives.
- No student should come near the entry door of the bus until it has halted completely.
- All students must occupy the available seats immediately after boarding their bus.
- The drivers are authorized to stop buses at the designated stop only, unless directed by the Transport In-charge.
- The list of stops is prepared keeping in view the convenience and safety of the bus commuters and is subject to change.
- When the bus is in motion, students must not move around in the bus and no part of their body should be outside the bus.
- Students will be held responsible for any damage caused by negligence or vandalism.
- No student is allowed to eat in the bus.
- Discarding of trash or food either inside or outside the bus is not permitted. Courteous behavior is expected at all times.
- The driver's attention must not be distracted for any reason.

Rules for College Bus Drivers & Cleaners

- Every college bus driver shall be thoroughly familiar with all state and local rules and regulations pertaining to the operation of the college bus in his/her charge.
- No college bus driver shall allow a student or other unauthorized person to operate the college bus at any time, nor shall any person except the driver be allowed to sit in the driver's seat.
- No college bus driver shall leave the driver's seat without first setting the brakes, shutting off the motor, placing the bus in gear and removing the ignition key from the lock. The keys shall be kept in the driver's possession.
- College bus drivers shall have the primary responsibility for the safety of students while they are boarding the bus, while they are on the bus, and while they are disembarking the bus.
- No college bus driver shall leave the immediate vicinity of his/her bus while there are students aboard. In the event of a bus breakdown, assistance shall be sought in accordance with college administrative.



- College bus drivers shall pick up only the students and staff of our college.

No student is permitted to leave the bus at other than his or her regular stop provided that permission is first obtained from college authority.

- College bus drivers, prior to commencement of any trip, shall assure that the windshield and rear window of the bus are clean.
- College bus drivers shall be certain that all brakes, lights, stop signs, warning signal lamps, and other safety devices are working properly before starting on any trip and shall assure that the bus is equipped with a first aid kit and a fire extinguisher.
- College bus cleaners shall check the latch, safety lock and warning system for emergency doors daily.
- No bus shall be in motion with any of the exit doors open or partly open.
- College bus drivers shall immediately report any suspected malfunction or needed repair of the college bus in their charge with permission from college authority.
- College bus drivers shall observe all driving regulations set forth in the laws of the Maharashtra State relating to the operation of motor vehicles at all times.
- The speed of a college bus shall not be allowed to exceed the legal truck speed or any other applicable posted speed limit.
- When it is necessary to overtake and pass a slow moving vehicle, school bus drivers shall take reasonable action to assure that no third vehicle is drawing near.
- College bus drivers & Cleaner shall yield the right of way to emergency.
- All changes in the direction of a college bus shall be indicated by the use of electrical directional signals on the bus. A right directional signal shall be used to indicate that the bus is going to pull off the roadway.
- The bus will not wait if students are not present at his/her respective bus stop.
- The drivers are authorized to stop buses at the designated stop only, unless directed by the college authority.
- The list of stops is prepared keeping in view the convenience and safety of the bus commuters and is subject to change.
- When the bus is in motion, students must not move around in the bus and no part of their body should be outside the bus.
- Students will be held responsible for any damage caused by negligence or vandalism.

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- No student is allowed to eat in the bus.
- The bus cleaner on duty is responsible for maintaining discipline in the bus. Any serious offence must be reported to the Bus In charge.
- All students using the school bus are expected to be on the right side of the bus stop at least five minutes before the arrival time of the bus.
- Children should stay away from the main road until the bus arrives.
- No student should come near the entry door of the bus until it has halted completely.
- All students must occupy the available seats immediately after boarding their bus.
- Objects of any kind must not move around in the bus and no part of their body should be outside the bus.
- Discarding of trash or food either inside or outside the bus is not permitted. Courteous behavior is expected at all times.
- The driver's attention must not be distracted for any reason
- The teachers and students are responsible for maintaining discipline in the bus. Any serious offence must be reported to the Principal through transport committee
- A driver who has been challaned more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive will be suspended
- A driver who has been challaned even once for the offence of over speeding, drunken driving and dangerous driving etc. will be terminated.
- As per Section 2(47) of the Motor Vehicles Act, 1988 an educational institution bus is a transport vehicle and therefore requires a permit to ply on the road. Being a transport vehicle it would also need to undergo mandatory fitness test every year without which the permit cannot be renewed Driver should keep all the bus documents updated (Tax, Insurance, PUC, RC Book, Driver License etc) . All renewals be done in time.


Mr. Pradeepchandra V. Shringarpure
CEO & Secretary





Dr. M. K. Kale
Principal