

**Jijamata Education Society's College of  
Pharmacy, Nandurbar. MS 425412**

**Affiliated to  
Kavayitri Bahinabai Chaudhari North Maharashtra  
University, Jalgaon**

**Rules of Service, Appointment and Code of Conduct**



Following acts and rules are adopted as guidelines for procedures, recruitment, promotional policies, code of conduct issued from time to time by the regulatory bodies:

- Rules for Affiliation by Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon.
- All other applicable state/central government rules/regulations(UGC)
- Rules and By-laws of Society
- Norms of Pharmacy Council of India (PCI)

### **Recruitment for Teaching Staff**

#### **Cadre Structure**

- A. Principal
- B. Professor
- C. Associate Professor
- D. Assistant Professor

#### **Qualifications**

Faculty is recruited based on the qualifications prescribed by the PCI and Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon. From time to time.

#### **1. Mode of Selection for Teaching Staff**

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

- a) Roster is approved from KBCNMU, Jalgaon University as per workload
- b) Advertisements including reserved candidates are issued in leading newspapers, the college website
- c) Advertisement details are uploaded on employment exchange website.
- d) Applications are scrutinized after the last day for receipt of application.
- e) The Registrar, Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon appoints the subject experts for the posts of assistant professors, associate professors. For the appointment of professors, the Vice Chancellor/nominee, Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon, is the chairman of the Selection Board and three subject experts are appointed.

For the selection of Associate Professor, Dean, Faculty of Pharmacy, KBCNMU University is the chairman and two subject experts are appointed.



  
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Selection committee is constituted as per Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon and PCI norms.

- f) Call letters are sent to eligible candidates, for attending interviews specifying place, date and time of interview.
- g) Selection committee interviews and recommends candidates.
- h) Letters of appointment are issued to selected candidates.
- i) The selection list along with appointment orders, joining reports and all supporting documents are sent to the Registrar, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon for approval.

Sometimes, depending on emergency of the situation, adhoc appointments are made on temporary basis for specified periods, subject to approval of pending staff.

**Local Selection Committee comprises of:**

- Chairperson /Nominee of the Jijamata Education Satiety's
- Subject expert
- H.O.D of concerned department
- Principal

**2. Mode of Selection of Non- Teaching Staff**

**Cadre Structure**

**A. Office**

1. Administrative Officer (Graduate with experience)
2. Senior Assistant (Graduate with experience)
3. Junior Assistant (Graduate)
4. Attender (below or equal to SSC)

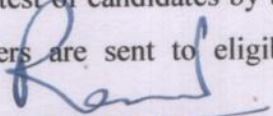
**B. Laboratories (other than computer Labs)**

1. Lab Technician (Diploma in Pharmacy)
2. Lab Attender (below or equal to SSC)

**Qualifications**

Non-teaching staff are recruited based on the qualifications prescribed by the State Government. 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 taking written test of candidates by the Jijamata Education Satiety's, Secretary/Principal; Interview call letters are sent to eligible



  
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candidates to appear for a test and subsequent personal interview. The selection committee consists of some or all of the following:

- a) President/nominee of Chairperson of the Educational Society
- b) Principal
- c) Administrative Head
  - All appointments (Teaching and Non-teaching staff) made after selection, are forwarded to the Chairman for approval and to the Governing Body.
  - Management is a single term used to collectively represent the society through Chairperson of Jijamata Education Society's

### 3. Promotion Policy for Teaching Staff

- Career Advancement Scheme is implemented strictly in accordance with KBCNMU
- Higher posts such as Professor and Associate Professor are offered through selection committee constituted by the Registrar, KBCNMU.

All the procedure is followed by the Jijamata Education Society's College of Pharmacy, Nandurbar. The availability is notified on the institute website. At the time of joining, through departmental meetings and periodic notices, awareness of rules and procedures is maintained.

### 4. Promotion Policy for Non-Teaching Staff: Promotions are on basis of seniority



  
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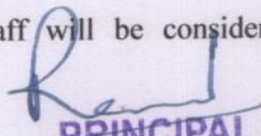
## CODE OF CONDUCT & DISCIPLINE

### CODE OF CONDUCT FOR TEACHING AND NONTEACHING STAFF

#### Liability to avoid by the rules and regulations

1. Every employee shall conform to and abide by such rules in force and shall observe, comply with and obey all orders and directions issued by the management from time to time.
2. Every employee shall promote the interest of the institute and its constituents where ever he / she is working by showing attention in all transaction.
3. Every employee shall obey orders / instruction from his her supervisors and shall work with integrity where his / her conduct should be so where and in tune with position he / she is holding. Any insubordinations or defying orders of supervisors with be considered as an act of serious misconduct.
4. Employees are prohibited against showing any discrimination towards students and other employee based on caste /religion/Region/ Tribes / Gender etc.
5. Any act involving theft, willful fraud, dishonesty will be considered as misconduct and action will be taken as deemed appropriate by the management.
6. All the employees shall follow the dress code of the institutions applicable and carry ID cards with them while they are in the institute's premises or on official duty outside.
7. Use of the mobile phones during classroom sessions / lectures / meeting / during exam work and / while on Invigilation is strictly prohibited.
8. Furnishing falls information pertaining to age, qualification, experience and getting appointed by giving such false information will results in immediate terminations of the concerned employee from service without notice. He / she will not be entitle for his / her benefits. Criminal action may also be taken if required.
9. Gambling, consuming alcoholic drinks, chewing tobacco, consuming drugs and smoking within the institutions area and office, sleeping while on duty neglect of work, taking bribe / commissions, willful absence, getting into a physical fights, taking part in strike / demonstration, distributing pamphlets against the institutions, canvassing for any political party within the institutions area, refusal to work when required by management, instigating quarrels, ragging, getting involved in criminal activities, criticizing the management or institutions, collecting running chit funds or money scheme etc.
10. Misleading and giving false information to students and staff will be considered as misconduct.




  
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11. Personal matters / problem involving police, criminal proceeding leading to FIR against an employee's shall result in immediate suspension (from the day it comes to the notice of the management) pending final outcomes of the same.
12. If the criminal proceeding leads to convictions, the service of the employee is immediately terminated and he / she shall not be considered for re-employment with institution.

### CODE OF CONDUCT FOR STUDENTS

1. Students are requested to maintain highest standard of behavior and discipline both inside and outside the college.
2. Students are required to improve and maintain consistency in their performance in the University / College examination in order to get promotion to subsequent semester and year.
3. They shall strictly observe the disciplinary rules for frame by the College. Violations of which will dealt by the Principles in the manners will be final concerned class faculty.
4. Every student should possess an identity card issue by the College and has to wear it regularly and a should be produced when required.
5. Dress code should be followed strictly.
6. No student shall enter the class or leave the class/ lab without the permission of the lecturer.
7. The students attendance, progress and conduct are closely monitor by every class incharge and mentor.
8. Irregular attendance, indifference in regards to class work and examination, discourtesy towards teachers, insubordinations, obscenity in word and act, willful damage to college property, anti-social activities etc are liable for disciplinary actions which includes explanation from the college.
9. Attendance to the college functions like association meeting, college assembly, seminars, personality development programme, industrial visit, Viva voce was etc are obligatory to all students.
10. Late comers can enter the class only if permitted by the faculty.
11. Without the permission of the Principal student shall not organize any activities or associate with the any outside group concerned with the college.



  
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12. The principal shall have the power to expel any students from the college if the students is guilty of serious misconduct or students presence in the college is injurious to the order and discipline.
13. Loitering and wasting time of the College campus and canteen causes indiscipline on the College campus and that must be avoided.
14. There is nothing that can substitute for self discipline and a serious devotion to duty, a spirit of respect and love for all that is good noble and beautiful in life.
15. The college expects students to keep their vision high and solicit cooperation of the parents to minimize the necessity of enforcing rules and regulations.
16. Students are expected to treat the College as their own and to cooperate in its efficient and smooth running.



A handwritten signature in blue ink, appearing to be "Kant".

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