



R. L. TAWDE FOUNDATION'S  
**SAROJINI COLLEGE OF PHARMACY**

Rs. No.576, Near Rajendranagar Water Tank, Rajendranagar, Kolhapur.- 416 004.  
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**RECRUITMENT POLICY**

**Preamble**

In an educational institute, the quality of human resources- teaching and non teaching faculty is of utmost importance. The faculty members are involved in several critical activities like teaching, research, mentoring, and other institute building initiatives. They are primarily responsible for the “quality” of the institute and involved in the most important task of holistic development of students. Hence, there is a need for the right mix of academically qualified and professionally experienced faculty members so that a balance is maintained between theory and practice.

**Objectives**

- ✓ To provide a model framework for faculty/staff recruitment at the institutions
- ✓ To facilitate each institution in speeding up its faculty/staff recruitment operations
- ✓ To ensure the recruitment operation is open and transparent

**Service rules procedures, recruitment, and promotional policies:**

The following apex body norms and their latest amendments are used for staff selection -

UGC : [https://www.ugc.gov.in/oldpdf/regulations/revised\\_finalugcregulationfinal10.pdf](https://www.ugc.gov.in/oldpdf/regulations/revised_finalugcregulationfinal10.pdf)  
<https://www.ugc.gov.in/oldpdf/regulations/englishgazette.pdf>

PCI : <https://www.pci.nic.in/pdf/Teachers%20Education%20Regulation.pdf>

AICTE: <https://www.aicteindia.org/sites/default/files/AICTE%20Degree%20Pay%2C%20Qualifications%20and%20Promotions.pdf>

**Service Rules:**

1. Staff services will be governed by the Maharashtra University Act, 1994, Statues Code of conduct ordinances rules, and regulations laid down by the Shivaji University, Kolhapur, and the Government of Maharashtra from time to time.
2. Appointment of Staff is on probation period for two years from the date of joining the institute and subject to Local approval from Shivaji University.
3. Staff should upgrade his/her qualification (Ph.D.) as per the conditions laid down by the University or State Government or the relative central council pertaining to your faculty within the prescribed period.



4. All relevant original documents of Appointed staff should be verified and attested photocopies of documents submitted to the office as per their Requirements.
5. Medical examination by the approved and certificate Govt. Medical officer or the Civil surgeon of Kolhapur should be produced by the appointed staff within three months from the date of joining.
6. Appointed Staff members are required to give the correct mailing address as soon as he/she join the duties and any changes in the address given earlier should be communicated to the office.
7. Staff should not engage himself/herself in any other paid job full-time, part-time, or otherwise, during the continuance of his/her service, without the permission of the competent authority / R. L. Tawde Foundation's Kolhapur.
8. Staff Services are transferable to any other colleges / Institutions run by the / R. L. Tawde Foundation's Kolhapur.
9. In case of Staff is found irregular and negligent of his/her duties; his/her appointment may be terminated without any notice.
10. If Staff is found absent continuously for more than thirty days without permission their service will stand terminated automatically. If Staff is found guilty of violation of any terms and conditions mentioned above, he/she will be liable for disciplinary action and punishment decided by the R. L. Tawde Foundation's Kolhapur as provided for in the statutes. During the period of service, he/she shall not directly or indirectly do such things which are subversive to the interests of the Society /University/ Institute /College / Students.
11. Staff appointment may be terminated, at any time, by giving one month's notice or one month's gross pay in lieu of notice period. All legal matter subject to Kolhapur Judicial.
12. You will not be relived in the middle of academic year. if in case you would like to resign the services of institution, you have to give 1-month notice before the end of academic year.
13. Staff have to communicate his/her acceptance to the Management / College / Institution within seven days from the date of receipt of this Letter of Appointment, which his/her appointment is liable to be cancelled.



**Recruitment Procedure for the staff:**

**Rules:** The qualifications stipulated by PCI/ Apex body viz UGC/Affiliating university/ State Government for each cadre in pharmacy departments are strictly considered for recruitment at the College level.

**Interviews:** The college constitutes the Selection Committee and candidates are communicated by registered post/ email as well as by telephone.

The interview involved step-wise scrutiny of the listed candidate-

1. Document verification
2. Demonstration lecture on the relevant subject topic (only for teaching faculty)
3. Face-to-face interview
4. Committee will evaluate the candidate on the' . Basis of different parameters like self-confidence, communication, language preferred/command, eye-to-eye interaction, and finally subject knowledge.
5. Separate evaluation sheet will be prepared and on the basis of the evaluation, a candidate will be selected.
6. Then finally appointment order as per rules and regulations of the state government/ Affiliated university/ PCI Apex body is given.

**Promotion Policy:**

**Promotion to Higher Post:**

- ✓ Regular promotions will be given on the basis of the **FIRST ATTAINMENT OF A HIGHER DEGREE, FIRST PROMOTED** basis.
- ✓ Supporting staffs are also entitled for promotions as per rules and regulations



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