



Sanjivani Rural Education Society's  
**Sanjivani College of Pharmaceutical Education & Research**

NBA and NAAC 'A' Accredited, ISO 9001:2015 Certified

At: Sahajanandnagar, Post: Shinganapur- 423603, Tal: Kopergaon, Dist: Ahmednagar (MS)

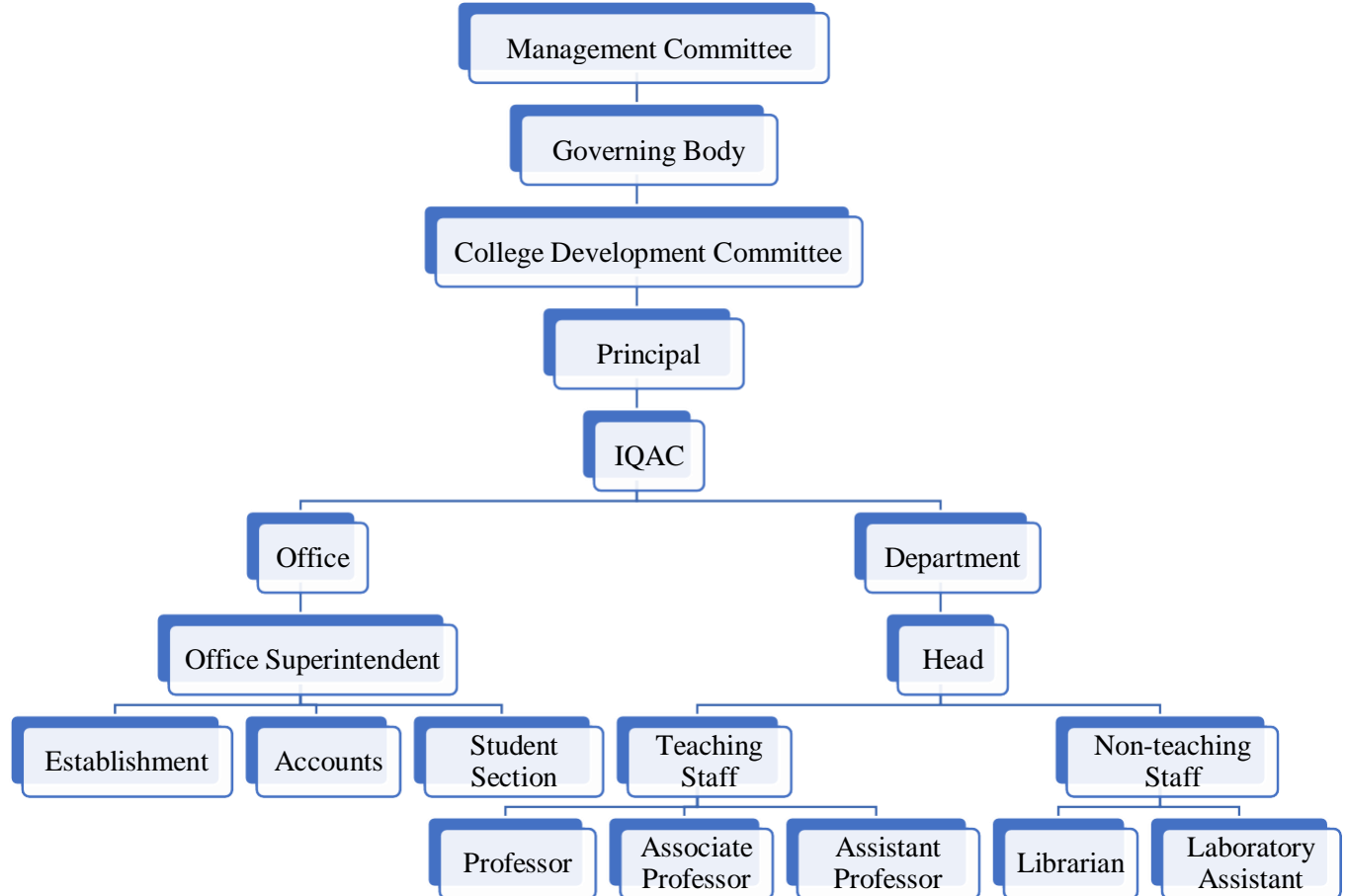
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Affiliated to Savitribai Phule Pune University, Pune  
University ID: PU/AN/Pharm/81/2004

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Ph: (02423) 222862,  
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**ORGANOGRAM**





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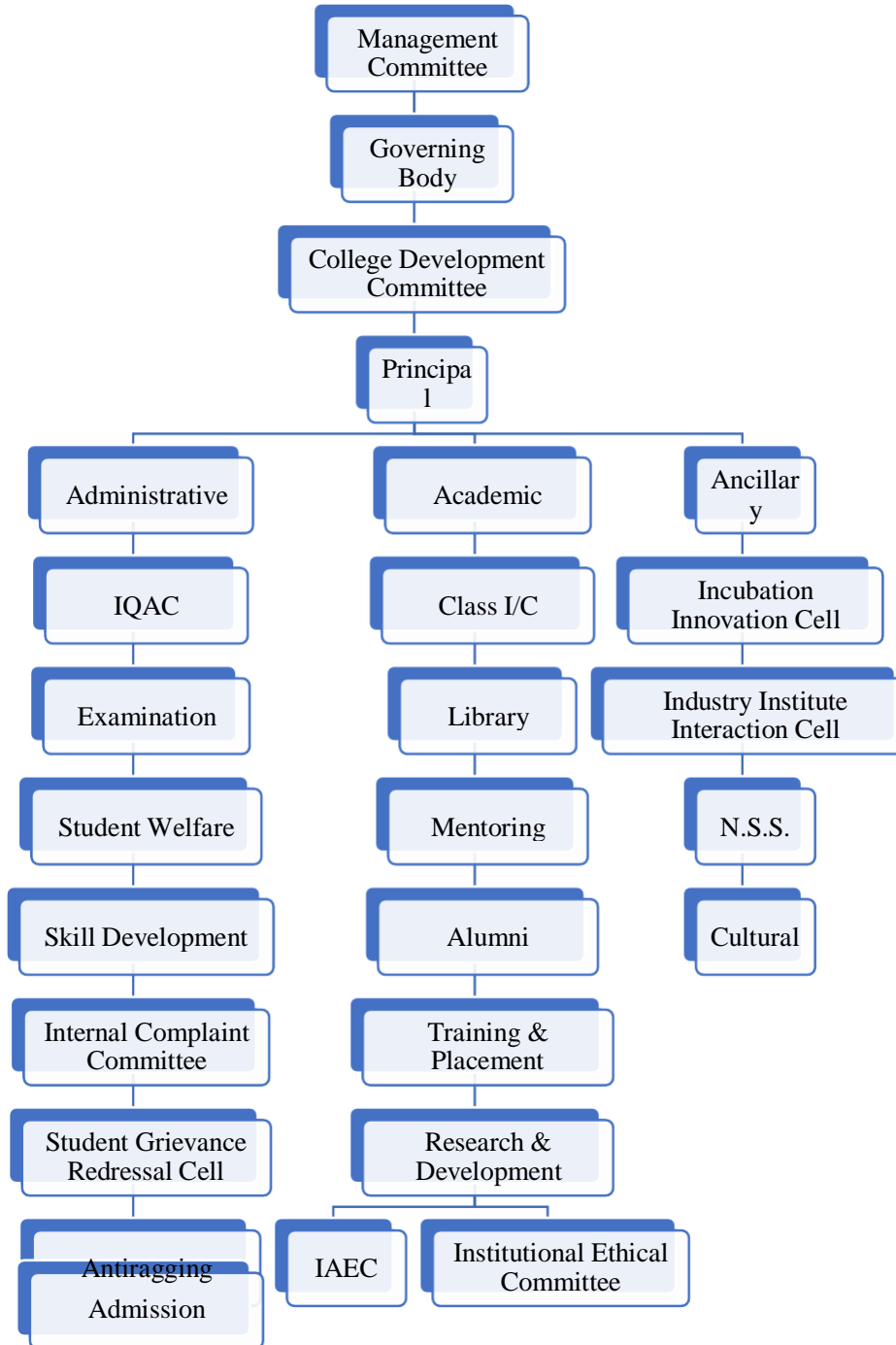
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**DECENTRALIZATION SET UP**





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## POLICY DOCUMENT FOR STAFF SELECTION COMMITTEE OF GOVERNING BODY

### 1. Introduction:

Selection Committee occupies an important decision point for a smooth and uniform development of the institute. The focus of this policy document is to identify and right place, right person for the right job and defined level of performance measured by certain criteria of selection.

### 2. Objectives:

To identify resourceful and efficient workforce, to develop an organizational work culture where there is a room for every one's development.

### 3. There shall be Staff Selection Committee for the institute to recommend selection of following categories of staff.

- a) Teaching staff
- b) Non-teaching staff

#### a) Teaching Staff:

The Staff Selection Committee for the teaching staff for the post of Director, Professors, Associate Professors and Assistant Professors shall consist of the following members.

#### i) For Director:

- a. Chairman, Chairman of the Governing Body of the Institute.
- b. Two Vice-Chancellor's Nominees, out of whom one should be an expert
- c. One member of the Governing Body
- d. Three Experts consisting of a Director of the institute, a Professor and an accomplished educationist not below the rank of Professor (to be nominated by the Governing Body) out of panel of experts approved by the Vice-Chancellor.

#### ii) For Professor/Associate Professor / Assistant Professor:

- a) Chairman, Chairman of the Governing Body of the Institute.
- b) Two Vice-Chancellor's Nominees, out of whom one should be an expert.f
- c) Two subject experts not connected with the institute to be nominated by the Chairman of the Governing Body of the institute out of a panel of names approved by the Vice Chancellor.
- d) Director of the Institute.



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- e) If the post is reserved one, the Vice Chancellor shall nominate one additional member belonging to University Reservation Cell.  
[The constitution of selection committee and the cadre of teaching staff will depend upon the guidelines of the affiliating body and the apex body granting approval to the institution.]
- 1) The meeting of the staff selection committee shall normally be arranged in the month of April/May or as and when need arises.
  - 2) Before the meeting of the Staff Selection Committee is organized following procedures shall be completed.
    - i. Selection of teaching posts – The vacancies shall be identified from the roster maintained by the institute/trust before March every year.
    - ii. After identification of vacancies, qualifications and experience etc., shall be clearly noted against category of each vacant post.
    - iii. The approval of Governing Body/ Local Managing Committee shall be obtained before a request letter is sent to University for approval of the vacancies.
    - iv. A request letter shall be sent to the University for approval of the vacancies as per the roster and also the approval of the draft advertisement. The posts shall be widely advertised in at least one national and one local newspaper giving fifteen days for receipt of application forms
    - v. The vacancy notified shall be informed to Reservation Cell, University Employment Bureau, Social Welfare Officer, Tribal Development Directorate, Nashik Road, Tribal Development Officer, Pune, Project Officer, Sal, M. S. Co. Op. Tribal Development Corporation, Nashik.
    - vi. The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification, teaching/ industry experience, information about faculty development programme, Seminars, Conferences attended etc. in the prescribed application format.
    - vii. The application shall be scrutinized by the Registrar/ Office Superintendent in consultation with the Director/ Senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
    - viii. A request letter shall be sent to the University/Board for appointment of Staff Selection Committee for the teaching staff.
    - ix. After receiving the names of the experts of the panel of the staff selection committee appointed by the University/Board through a letter, a suitable date /dates shall be fixed in consultation with the staff selection committee members giving clear fifteen days' notice to the eligible candidates and the members. The particulars of each candidate called for



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interview, in consultation with the head of the department/ Principal of the Institute shall be supplied to each member, so as to reach him/her seven days before the date of the meeting.

- x. Call letters shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original documents with them on the date of the interview for verification.
- xi. On the day of the interview, the candidate's original documents are verified by the registrar/ office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
- xii. The selection committee shall prepare the merit list of the selected candidates and recommend them to the University in the prescribed format within 72 hours of the meeting (see appendix. II)
- xiii. A copy of the selection committee report is retained in the institute for issuing offer of appointments/ order of appointments as a follow up action.

### Local Selection Committee for filling the temporary vacancies:

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the appointing authority on the recommendation of the Principal of the institute shall fill in the temporary basis. If the vacancy exceeds the period of a term but does not exceed more than a year, the vacancy will be filled in by the appointing authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the competent authority.

- a) Chairman, Chairman of the Governing Body or his nominee
- b) Principal of the Institute
- c) The senior most faculty member of the institute
- d) One expert in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.

The Principal of the institute shall be the Secretary of the committee.

### b. Non-Teaching staff:

The staff selection committee for the non-teaching staff shall consist of the following members.

- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute
- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal
- 5) Registrar/Office superintendent – Member Secretary

For the post of Office Superintendent,



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- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute
- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal

The vacancies so identified shall be placed before the Local Managing Committee / Governing Body for their information.

- a) The posts shall be widely advertised in local newspaper giving fifteen days from receipt of application forms.
- b) The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification and experience etc., in the prescribed application format.
- c) The application shall be scrutinized by the Registrar/Office Superintendent in consultation with the Principal/ Senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
- d) A suitable date / dates shall be fixed in the consultation of the staff selection committee members giving clear fifteen days' notice to the eligible candidates and the members.
- e) Call letter shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original documents with them on the date of the interview for verification.
- f) On the day of the interview, the candidate's original documents are verified by the Registrar / Office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
- g) The selection committee shall prepare the merit list of the selected candidates and recommend them to the Chairman of the Governing Body.
- h) In case of urgent needs walk-in-interview may be arranged to fill the vacancies of the non-teaching posts.



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**POLICY ON GRIEVANCE REDRESSAL**

**Preamble:**

A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institute that a student or an employee thinks, believes, or even feels, is unfair, unjust or inequitable.

**1) Objective:**

- a) Linking with a well defined Disciplinary System to make it acceptable to all.
- b) All actions should be prompt for better redressal of Grievance.
- c) To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct.
- d) Aim should be on prevention of misconduct rather than controlling through punitive measures.
- e) The objective of the policy is to provide a mechanism for speedily redress the grievance and complaints of the students and employees to their satisfaction in accordance with the applicable rules and regulations of the institute.
- f) Every College / Institute shall constitute grievance redressal committee in the beginning of every academic year specifying names of the members of the committee with a tenure of three years.



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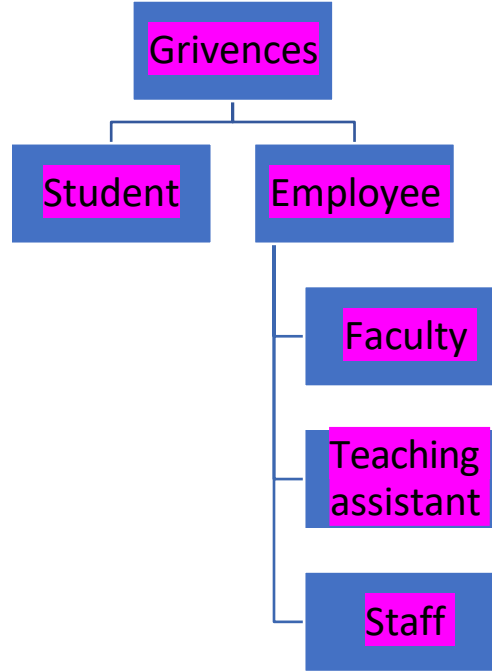
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**2. Classification-**







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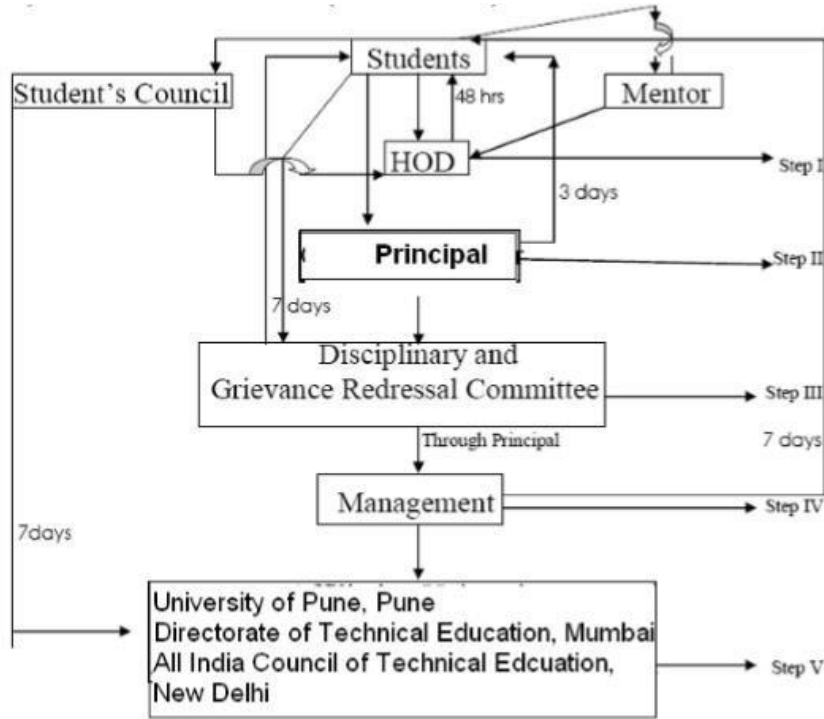
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### 3. Grievance flow chart for student



#### 4) Understanding the Grievance: (Students):

- a) **Open Door Policy:** Students informally drop in the HOD's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the said officers.
- b) **Suggestion Boxes:** Students/employees can drop their anonymous complaints.
- c) **Opinion Surveys:** Through mentor and other feedback schemes, the opinion surveys may be conducted for better understanding.
- d) **E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

#### 5) Grievance Redressal Procedure:



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- i. An distressed employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- ii. If the student is not satisfied with the answer, he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The student would be communicated the recommendation within 3 days.
- iii. If the committee fails to take the decision within the stipulated time or the student is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of student's revised appeal.
- iv. If the student is unsatisfied with the management's decision, student's council or management may refer to University of Pune/ affiliating board or Directorate of Technical Education, Mumbai All India Council for Technical Education, New Delhi



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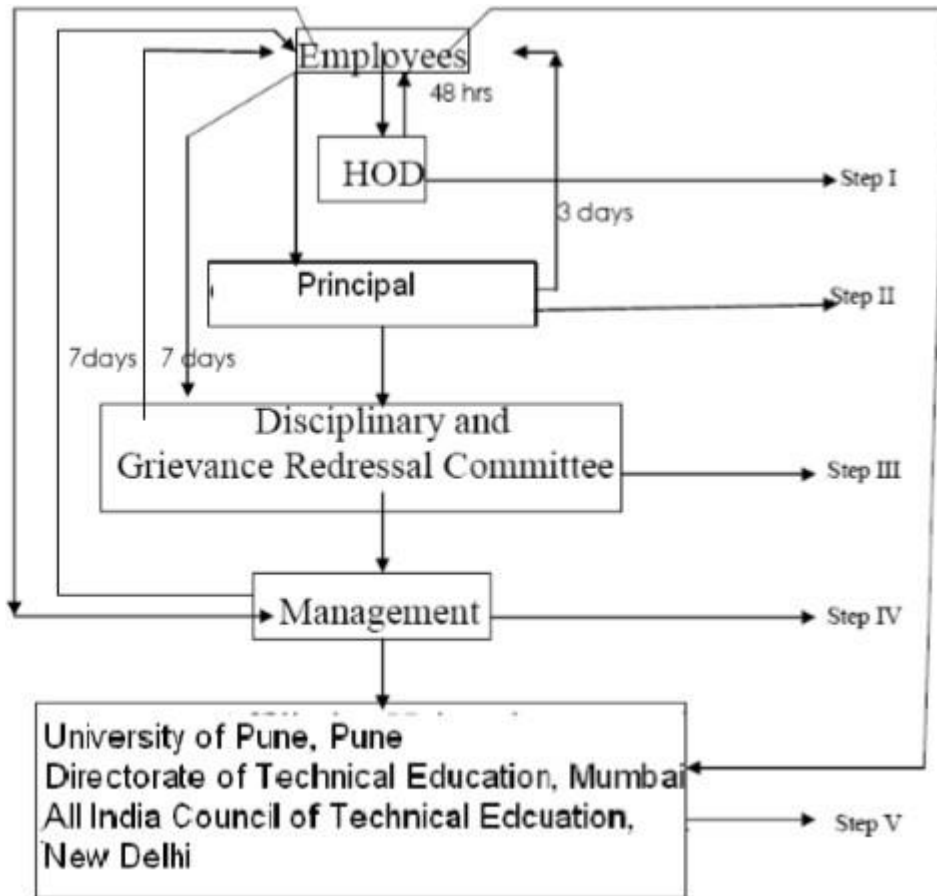
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**6) Grievance Flowchart (For Faculty and Administration):**





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**7) Understanding the Grievance (for employees):**

- a) Open Door Policy: Employees informally drop in the, Principal's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the Principal.
- b) Suggestion Boxes: Employees can drop their anonymous complaints.
- c) E-mails: Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

**8) Grievance Redressal Procedure (for employees):**

- i) An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- ii) If the employee is not satisfied with the answer, he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The employee would be communicated the recommendation preferably within 3 days.
- iii) If the committee fails to take the decision within the stipulated time or the employee is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of employee's revised appeal
- iv) If the employee is unsatisfied with the management's decision, he/she may refer to University of Pune, Pune and/or Directorate of Technical Education, Mumbai and/or All India Council for Technical Education, New Delhi.

**9) Grievance Redressal Committee : Procedure :**

There shall be a Grievance Redressal Committee constituted at every college / institute.

Frequency of Meeting : Within 02 days from the date of receipt of Complaint.

Quorum of Meeting : Atleast 04 members, Principal is mandatory.

Tenure of Committee : The Committee shall have tenure of one year.



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**Policy Document for Finance committee of Governing Body**

1. Introduction : As per the directions of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic, administrative and financial decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute sub committees as below. a. Finance Committee b. Building Committee c. Purchase Committee d. Staff selection Committee Accordingly, policy guidelines have been framed for the activating of the Finance committee.
2. Constitutions of Finance Committee : The finance committee shall be constituted as below: i. The Principal of the college / Institute Chairman ii. Accountant / Account officer of the society (Nominated by SRES) Member iii. Accountant of the college /Institute Member iv. Vice- Principal , Administration Member v. Registrar / Office superintendent of college / Institutes Member Secretary
3. Role and Responsibilities of the Committee :
  - i. To prepare the budget of the college / Institute by the month of Jan every year and present the same to the Governing Body for their consideration and approval.
  - ii. To call for proposals for expenditure and approve the same.
  - iii. To prepare expenditure statements for presenting to the meetings of the Governing Body.
  - iv. To prepare revised budget estimate and to place before the Governing Body for their approval.
  - v. To recommend a panel of C.A.S. for consideration of Governing Body.
  - vi. To prepare Minutes of Meeting of the Finance Committee and present the same to Chairman of finance committee for approval.
4. Frequency of Meetings : The accounts committee shall meet at least once in every quarter.
5. The Quorum : The quorum shall be three, of which the attendance of Chairman and the accountant of the college / Institute is mandatory.
6. The Tenure of the committee : The Tenure of the committee shall be three years.



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**POLICY DOCUMENT FOR PURCHASE OF STORES, EQUIPMENTS, FURNITURE, BOOKS  
AND SUCH OTHER ITEMS (STORES ITEMS)**

1. Introduction:- As per the directions of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic administrative and financial decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute sub committees as below. a. Finance Committee b. Building Committee c. Purchase Committee d. Staff selection Committee Accordingly policy guidelines have been framed for the activating of the Purchase Committee. It is observed that a sizable amount of budget provision is utilized for the purchase of stores and equipments annually. In order to procure these items efficiently and economically, following policy guidelines have been prepared for implementation by the colleges /institute under SRES. The purchase of stores items shall be done by constituting purchase committees at the college /institute levels co-ordinated by central purchase committee at the head office.
2. The Purchase Committee of the college/Institute: Every college/institute shall constitute a purchase committee as the sub-committee of Governing Body having following members'. i. The Principal Chairman ii. Vice-Principal(Administration-Where applicable) Member iii. Head of the Depts./Sections Members iv. Registrar/Office Superintendent Members Secretary. The committee shall be responsible to compile the requirements of stores and equipments from different departments/sections with full specifications. While examining the requirements of stores and equipments of the college, the committee shall ensure that no items are purchased in excess of requirements/over stocked. The committee shall ensure that all the equipments, machinery and items of stores are received as per schedule, installed/commissioned within two weeks of the receipt of equipments/instruments.
3. Process: a. The process of collecting requirements of stores and equipments for the ensuing academic year shall be initiated by the departments and sections in the first week of the April every financial year. The purchase committee shall compile and consolidate after carefully assessing the requirements in the last week of April/February and submit the same to SRES. b. The requirement of books and periodicals etc. shall be compiled by the college/ institute looking to the needs of students, faculty and researchers. This work could be done by constituting a library committee under the chairmanship of the principal involving students, faculty and the librarian as the member secretary. c. A panel of suppliers of stores, books, periodicals and equipments shall be compiled by the colleges/institutions and submitted to SRES for updating the list of suppliers of stores, books, periodicals and equipments at the head office in the week of April.
4. The Central Purchase committee: SRES shall constitute a central purchase committee for the procurements of stores, books, equipments and furniture, so that duplication of work at the level of colleges/institutions is avoided and maximum cost savings are effected owing to bulk purchase. The committee shall comprise following members:



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- Chairman SRES or his nominee
  - Trustee Members. • Special Invitees (Experts)
  - **Accounts Officer**-Member Secretary
- a. The central purchase committee shall compile and consolidate, requirement of stores, equipments, books and furniture received from the principals of the colleges/institutions in the first week of May.
  - b. SRES involving the principals of the colleges/institutes shall call sealed quotations form registered suppliers in the first week of May in every year. The purchase department of the head office shall prepare comparative statements of the stores and equipments by opening the sealed quotations in the presence of officers/trustees nominated for the purpose.
  - c. The specifications given by the suppliers shall be examined and approved by the principal of the college/his nominee. The SRES shall call the suppliers for negotiations in the third week of May every year. The negotiations shall be done in the presence of the central purchase committee appointed by the society.
  - d. The central purchase committee shall prepare the comparative statements .Comparative Statements shall be carefully checked and countersigned by the concerned principal/his nominee. The comparative statement will be approved by the chairman/his nominee.