



*Saraswati Education Society's*  
**YADAVRAO TASGAONKAR**  
**INSTITUTE OF PHARMACY (DEGREE)**



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(Recognized by P.C.I. Approved By AICTE/ DTE-PH-3232, Affiliated to University of Mumbai)

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**HR POLICY MANUAL**  
**POLICIES AND PROCEDURES**

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## 1. INTRODUCTION: TRUST AND COLLEGE

### CHANDHAI CAMPUS

#### SARASWATI EDUCATION SOCIETY'S GROUP OF INSTITUTES

Yadavrao Tasgaonkar Institute of Pharmacy YTIP Degree is one of the institutions under the umbrella of Saraswati Education Society (SES). SES, a charitable Trust is established in the year 2003 and has 3 Engineering, 2 Polytechnic, 2 Management, 1 PGDBM and 2 Pharmacy Institute located at Chandhai and Diksal Campus. All Degree institutes are affiliated to University of Mumbai and Polytechnics to Maharashtra state Board of Technical Education. All the institutes are approved by All India Council for Technical Education (AICTE), New Delhi, recognized by Government of Maharashtra (Director of Technical Education, DTE).

## 2. VISION AND MISSION:

### VISION

- To Play a leading role in the socio – economic and cultural development of India as a whole.
- To be learner centred. Research will be directed.
- towards knowledge creation and transfer as well as under pin high quality teaching and learning.
- Sport and Arts community volunteering will highly be valued at social and cultural programme for both students and staff.
- Saraswati Education Society staff will be a vibrant and exciting campus to be associated with supporting students, valuating staff and working in tandem with the heart of all those who work within the campus.
- To be internationally recognized as a word class research campus with conglomeration of institutions by 2025
- Saraswati Education Society will build the research strength necessary to become word leaders in the selected subject areas.



  
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### MISSION

- To contribute to the intellectual, social and economic development of Indian and the world through teaching.
- Research and enterprise of the highest standard without compromising the quality and conquer the challenges in the modern world by way of development.
- Research and dissemination of highest quality knowledge through disciplined and structured learning systems.

### 3. SCOPE:

Assist the students to learn and imbibe discipline, culture, emulate professional decorum, and sensitize the reason for expansion and development. Learners will get opportunity to help lesser privileged through social activities. Students will experience research through acknowledging figures of primary and secondary data. All these initiatives makes Yadavrao Tasgaonkar Institute of Pharmacy's students as emerging leaders of highest potential.

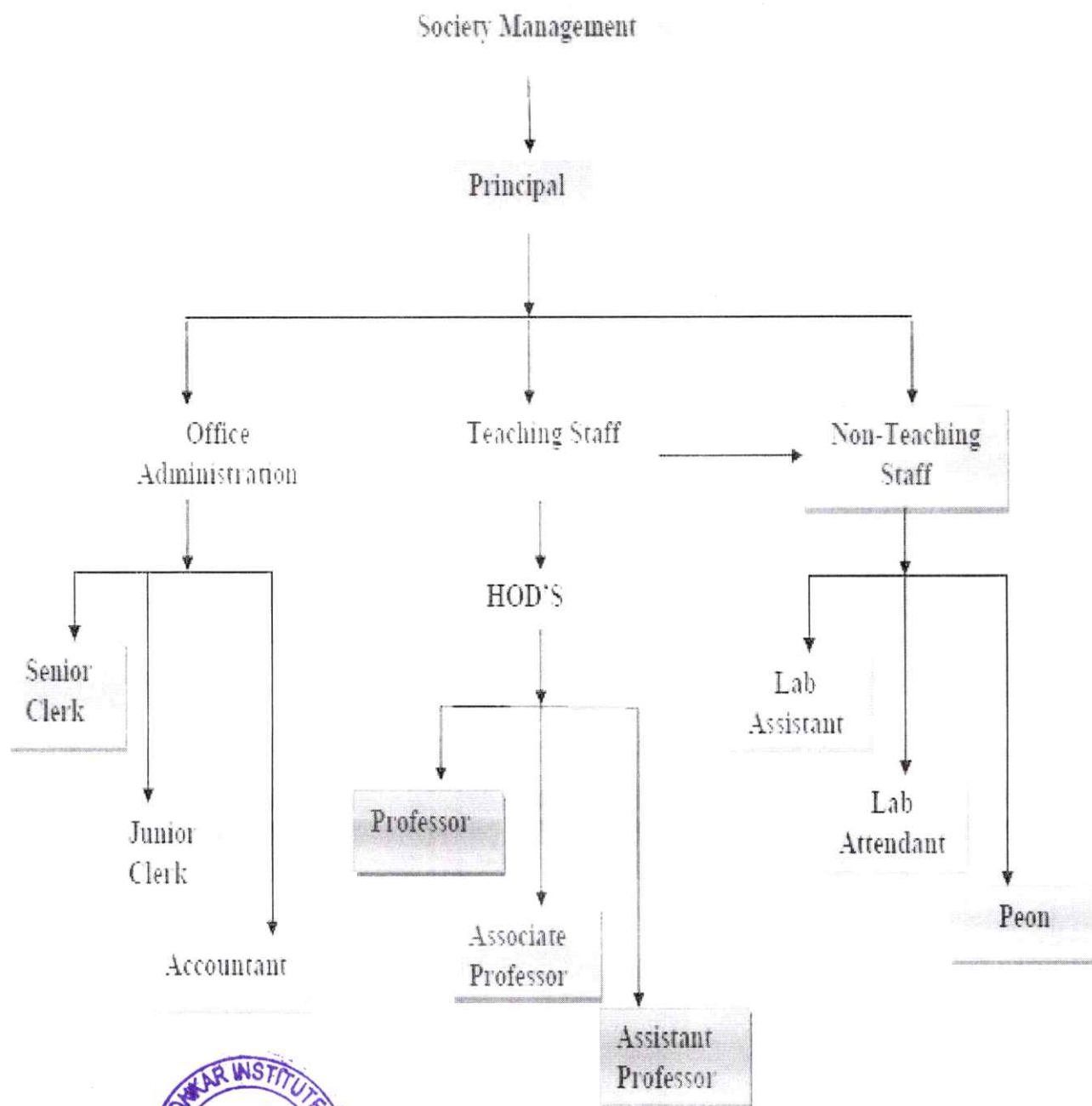
### Our Quality Policy

We at **YTIP** are committed to provide quality education for our students thorough continuous pursuit of organizational and educational excellence.



  
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#### 4. ORGANOGRAM:



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#### 5. GENERAL SERVICE RULE:

##### i. General

- a) These rules and regulations shall be called "Yadavrao Tasgaonkar Institute of Pharmacy, Service and conduct rules. These rules shall supersede all the preceding rules put into force previously.
- b) These rules shall apply to all the categories of employee.

##### ii. Definition

- a) Trust means "Saraswati Educational Trust".
- b) College means "Yadavrao Tasgaonkar Institute of Pharmacy".
- c) Principal means principal of "Yadavrao Tasgaonkar Institute of Pharmacy" college.
- d) Government means "Government of Maharashtra"
- e) Governing Body means Governing body constituted as per laws of trust and or college.

#### 6. CODE OF CONDUCT:

The following shall be the norms Governing the code of conduct for teachers: -

- a) A teacher shall perform his academic duties and work related to examinations as assigned, no remuneration shall be payable to the teachers for internal assessment/ home examinations conducted by the college.
- b) A teacher shall not discriminate amongst the students on political grounds or for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the college and the University.
- c) A teacher shall have freedom of thought and expression. He shall not misuse facilities or forum against the college/University/Trust/Society
- d) A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal/Governing Body.
- e) A teacher shall not be partial in assessment of a students or deliberately overwork, undermark or victimize a student of any grounds.



  
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- f) A teacher shall not conduct /participate private coaching classes directly or indirectly. He shall also not accept private tuitions.
- g) A teacher shall not indulge in or resort to, directly or indirectly, any mal practice or unfair means in teaching/ examination/ administration.
- h) A teacher shall not furnish incorrect information regarding his qualifications, experience, age etc. in respect of his appointment/promotions.
- i) A teacher shall perform his academic duties and work related to common subject assigned, without remuneration in other colleges of Saraswati Education Society as directed by Principal / Governing Body.

Failure to conform to the above-mentioned norms/s shall be constructed as misconduct.

## 7. FACULTY RECRUITMENT:

### Appointment of Teachers:

There shall be a selection committee for making recommendations to the Governing Body for appointment of teachers in a college. Every selection committee for selecting teachers for appointment to the post in Pharmacy subjects shall consist of the following persons.

- a. Chairman of the Governing body of the college or his nominee who shall be the member of the Governing Body(Who shall be the chairman of the selection committee).
- b. Director of Technical Education M.S. or his nominee not below the rank of Joint Director.
- c. Assistant Education Adviser (Technical), Ministry of HRD, western region or his nominee.
- d. Nominee of the Vice Chancellor.
- e. Subject Experts (to be provided by Vice Chancellor).

For Lecturer in Sciences & Humanities in Pharmacy college & for Librarian 2 Experts (1 by VC+1 by DTE)



  
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For Lecturer Asst. Professor in on disciplines and for Placement officers 2 experts (1 by VC+1 by DTE)

For Professor in all disciplines – 3 Experts (2 by VC + 1 by DTE)

f. The Principal of the college (who shall act as Member Secretary of the Committee)

All appointments to posts of teachers shall be made on merit and on the basis of an advertisement published in a newspaper of all India circulation in the name and address of the college and not by a Post box number. The qualifications prescribed for the posts shall essentially be related to the academic attainment in the subject concerned and shall not be linked with language or other regional considerations. Appointments shall not be made on communal or caste considerations, the particulars of minimum qualifications, and additional if any, required and the scale of pay and allowance shall be included in the advertisement and reasonable time, which shall not be less than 15 days from the date of publication of advertisement, shall be allowed within which the applicants may submit their applications. Applicants who are already employed in Government, Semi- Government, Local Authorities Universities and colleges shall be required to submit their applications through the proper channel. Applicants shall also be required to account for breaks if any, in their academic year. The committee is constituted for scrutiny of applications received and preparing the merit list of applicants.

b. The date of the meeting of every selection committee shall be so fixed as to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the selection committee at least 7 days before the date of the meeting.

c. The quorum to constitute a meeting of the selection committee shall be Minimum 4 members including one subject expert for Lecturer & Asst.Prof.(2 experts in case of Professor), should be present in the Selection Committee Meeting.

d. The Selection committee shall interview and adjudge the merits of each candidates in accordance with the qualifications advertised and recommended the names arranged in order



*Principal*  
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of the merit of the persons, if exceeding one, who it, recommends for appointment to the post advertised. If no persons selected report to that effect shall be made. The committee shall have the right recommend only name of if others are not found suitable. The recommendation of the committee shall be subject to the approval of the Vice-Chancellor and in the event of the Vice-Chancellor not approving the recommendations he shall record the reasons in writing and communicate the same to the Principal.

e. The Governing Body shall appoint , from amongst the person in the order recommended by the selection committee and approved by the Chairman, the teachers required to fill in the posts advertised.

#### **Appointment of Principal:**

Manner and mode of selection and appointment of principals/directors in colleges:

1. The Principal of a college shall be appointed through selection and his post shall be considered a non-vacation post. A letter of appointment shall be issued in the form as shown in "Appendix B"

2. A) There shall be a Selection Committee for making recommendation to the Governing Body for appointment of Principal in a college in the faculty of Technology. The Selection committee shall consists of the following persons.

i. The Chairman Governing Body of the college or his nominee who shall be the member of the Governing Body (who shall be the Chairman of the Selection committee)

ii. Director of Technical Educational Advisor (Technical), ministry of HRD Western Region or his nominee.

iii. Assistant Educational Advisor (Technical) ministry of HRD Western Region or his nominee

iv. Nominee of the Vice-Chancellor

v. 3 Experts (2by VC+ 1 by DTE)



  
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vi. Secretary / Trustee of the Saraswati Education Society (will be the secretary of the Selection Committee)

When a temporary vacancy of a Principal is required to be filled for a period of not less than sixteen days and not more than one term (i.e. six months) the Governing Body of the college shall fill in the temporary vacancy by appointing the senior most teacher in the college to hold the charge of the post of Principal and he shall be designated as In-charge Principal. The In-charge Principal shall be paid additional pay at 10 percent of the pay which he would have been paid, had he been appointed to the post of Principal subject to the maximum of Rs. 3000/- per month. The Chairman of the Governing Body shall make a report of such appointment to the University in the prescribed form.

ii. When a temporary vacancy of a Principal is required to be filled for a period exceeding one term (i.e. six months) the Governing Body shall fill in the same on the recommendation of a Local Selection Committee consisting of the following persons.

- a. The Chairman, Chairman of Governing Body of the college or his nominee (who shall be the Chairman of the Local selection Committee)
- b. Director of Technical Education, Maharashtra or his nominee not below the rank of Joint Director
- c. Two nominees of the Vice-Chancellor
- d. 2 Experts (2 by VC)

C) The Chairman of the Governing Body shall make a report of the Selection and appointment of Principal made as per 2(A) and 2(B) (ii) to the University in prescribed form.

3.a Appointment to the post of Principal shall be made on merit and on the basis of advertisement published in a newspaper of all India circulation in the name and address of the college and not by a Post Box Number. The qualifications prescribed for the post shall essentially be related to the academic attainment and shall not be linked with language or other regional considerations. The particulars of minimum qualifications and additional



  
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qualifications, if any required by the scale of pay and allowances shall be included in the advertisement and also the reasonable time, which shall not be less than 15 days from date of publication of the advertisement shall be allowed within which the applicants may submit their applications. Applicant who are already employed in Government, Semi Government, Local Authorities, Universities and college Applicants shall also be required to account for breaks, if any, in their academic career.

b. The date of the meeting of every Selection Committee shall be so fixed as to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the Selection Committee at least 7 days before the date of the meeting.

c. The Selection Committee shall interview and adjudge the merits of each candidates in accordance with the qualifications advertised and recommend the names arranged in order of merit of the persons, of exceeding one, whom it recommends for appointment to the posts advertised. If no person is selected, a report to that effect shall be made. The committee shall have the right to recommend only one person if others are not found suitable. The recommendation of the selection committee shall be subject to the approval of the Vice Chancellor, and in the event, of the Vice-chancellor approving the recommendation, he shall record the reasons inwriting and communicate the same to the Chairman of the Governing Body.

d. The Governing Body shall appoint a person to the post of Principal from amongst the persons in the order recommended by the selection committee and approved by the Vice-Chancellor

4. a. A Principal shall be appointed on probation for a period of 24 months from the date of on which he joins duties after the expiry of which he shall be confirmed and shall be informed accordingly in writing.

b. A Principal who is appointed from amongst the teachers of the college shall have an option to seek reversion as a teacher in the department to which he belonged originally within period



  
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of two years from the date of his joining duties as principal .If he resumes his duties as a teacher the pay shall be fixed in such a way as will enable him to draw the same pay which he would have ordinarily drawn had been normally continued in the post of a teacher prior to his appointment as principal. The Governing Body shall also give him the benefit of the prevalent pay-scales applicable to the post of his resumption if he fulfils the conditions of prescribed qualifications and length of service.

c. If the Principal, whose services are confirmed wished to relinquish his post of his own accord for personal or other reasons, he shall be relieved by the Governing Body. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him an account equivalent to the pay.

e. A Principal who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismissed from service or his services are liable to be terminate on any of the grounds mentioned in these Directions and according to the procedure prescribed in that behalf

## 8. QUALIFICATION & PAY SCALES

The qualification and pay scales of teachers shall be in accordance with the AICTE norms Government Resolution and the University Directives issued from time to time.

### Dearness Allowance

Management can decide other allowances for Principal, Professor and special post.

### Benefits to faculty and non-teaching staff members:

- Rs. 2500/- is given as marriage gift for faculty.
- Free accommodation is provided to faculty who stays in the hostel.
- Transport facility provided for all the staff members with concession.
- Providing financial support towards membership fees, to faculty.
- Employee's group insurance.
- Gifts are given to the faculty members for Diwali celebration.



*R. N. Y.*  
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## 9. DUTIES & RESPONSIBILITY

Responsibility and authority of all faculty and staff concerned

### i) Head of Department /Professor

Senior most and willing faculty members is assigned duties and responsibilities of Head of the Department. Under HOD teaching staff like Assistant Professor, Lecturers and non-teaching staff like Laboratory Assistants, will be functioning as HOD, his responsibilities are as under-

a) HOD shall comply with the provisions of the Act, Statutes, Ordinance Regulations, Rules and other directions or orders issued there under from time to time by the University and Central and State Governments.

b) HOD shall engage classes regularly and punctually and impart such lessons and instructions, do such internal assessment /examination /evaluation as allotted to him /her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

c) HOD shall help the Principal to enforce and maintain discipline amongst the students.

d) HOD shall perform any Other Co-curricular and extra-curricular work related to the college as may be assigned to him / her from time to time by the principal of the college.

e) Workload of HODs and Other teaching staff of affiliated Engineering / Management / Pharmacy College shall be in line with the notification published by University and recommended by AICTE and State Government.

f) Once in a semester, may visit other excellent college in the Mumbai/Pune and can propose new practices or systems at the college.

g) HOD will be administrative authority of the department with following responsibilities.

i) Allotment of workload among teachers

ii) Identify requirement of faculty & equipment for the next academic year.



  
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- iii) Recommend books & journals for Library purchases
- iv) Maintenance department documents, such as stock register, attendance register of students roll-call list catalogue for books & equipment, internal & external circulars & records pertaining to students' performance and regularity.
- v) Maintenance of equipment in the laboratories and maintaining log book for the same.
- vi) Maintenance of records pertaining to yearly teaching plan of teachers
- vii) To prepare write-off proposals for equipment's.

#### 10. SALARY /INCENTIVE/ REWARDS

The qualification and pay scales of teachers shall be in accordance with the AICTE/PCI norms, Government Resolution and the University Directives issued from time to time.

##### **Incentives for research publication:**

Research Publication in Journal:

For publishing the work in UGC/AICTE/SCI approved journals the first author entitled for an incentive of Rs. 5000/- for publication. In case of joint publication the first author is eligible for 3000/- followed by 2000/- each for subsequent author.

To attend conference/seminars/workshops:

A request is submitted to principal along with the submission of necessary documents for attending conferences/ seminar/workshop/FDP. The amount will be sanctioned based on nature of conference/seminar and distance from institution.

##### **Rewards:**

Staff members are eligible for the following incentives and rewards based on their performance, contribution and years of service at institution. Cash prize will be given to faculty members those who produce academic results 100%.



  
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## 11. LEAVES RULES

No leave can be claimed as a matter of right. Discretion to refuse or revoke leave in exceptional circumstances lies with the sanctioning authority and within the power of Chairman of Governing Body.

The following shall be the kinds of leave: -

1. Casual Leave
2. Medical Leave
3. Study Leave
4. Maternity Leave

a. All teachers including the Principal shall be entitled to 15 days casual leave in a year the word "year" referring to the academic year (e.g.01/07/2017 to 30/06/2018)

b. Not more than 3 days casual leave and holidays enjoyed in continuation at one time can be granted to a teacher of principal. Only in exceptional circumstances when it may be extended up to 7 days.

c. Casual leave shall be evenly distributed during the year as far as possible. Casual leave cannot be prefixed or suffixed to vacations or any other kind of leave except special leave.

d. In the case of Principal, casual leave cannot be prefixed or suffixed to earned leave or any other kind of leave except special leave.

e. A teacher appointed on temporary basis shall be entitled to casual leave of 15 days in a year as stated above and shall not be eligible for any other kind of leave.

f. Casual leave shall not be combined with any other kind of leave, but it may be permitted either at the beginning or at the end of the holiday declared by the sanctioning authority and /or Sundays, provided that the period of total absence does not exceed 3 days at one time. Only in exceptional circumstances when it may be extended up to 7 days (vide(b)above).



  
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g. Holidays or Sundays falling during the period of casual leave shall be excluded in the quantum of casual leave.

h. Ordinarily all applications for casual leave shall be sent before date from which the casual leave is required.

i. A record of all casual leave of all teachers shall be maintained. Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.

## 2) Earned Leave

a. The Principal being the administrative Head of the college shall be treated as a non-vacation teacher and shall not be entitled vacations to which teachers are ordinarily entitled. He shall, however be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to a maximum accumulation of 300 days.

b. If a teacher is required to do any work during vacations for which he does not receive any additional remuneration he shall be entitled to earned leave equal to  $\frac{3}{7}$ <sup>th</sup> of the number of days on which he works during the vacation subject to a maximum of 30 days. Provided, however, that such leave cannot be accumulated for more than 300 days.

## 3) Medical Leave

a) Medical leave admissible to a staff in respect completed year shall be 10 days.

b) An applications for medical shall have to be supported by a medical certificate from a Registered Medical Practitioner.

c) Medical leave can be accumulated to the credit of a staff and allowed to be commuted without any limit.

## 4. Study Leave

A teacher shall be eligible for study leave, according to the following rules. The Governing Body shall be the sanctioning authority for such leave.



  
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## 5. Maternity Leave

- a. A female teacher who has been confirmed shall be eligible for maternity leave on full pay for 90 days from date of its commencement. Such leave shall not be debited to leave account.
- b. Maternity leave shall be granted subject to the production of a medical certificate to a female teacher who does not have three or more leaving children on the date of applications. Cases of miscarriage or abortion shall be excluded from the application of this provisions .
- c. A Female teacher who has not been confirmed, shall also subject to the provisions of this clause, be eligible for maternity leave as under.
  - i) A Female teacher who has completed two years of continuous services shall get maternity leave on full- pay.
  - ii) A Female teacher who has completed one year of continuous services shall get Maternity leave half-pay.
- d. In the case of miscarriage or abortion, including abortion , induced under the medical termination of pregnancy Act 1971, maternity leave not exceeding six weeks shall be admissible on the production of a medical certificate.

## 12. INCREMENT

- i) An increment shall be drawn as a matter of routine. Unless it is withheld by the Governing Body.
- ii) Service as laid down in the following clauses and in such other manner as the Governing Body may determine from time to time shall count for increments in the time-scale of pay.
  - a) All duty in post on a time-scale of pay shall be counted for increment in that time -scale of pay provided that service rendered in a post carrying lower time-scale of pay shall not count for increment in the time scale of pay of a higher post.
  - b. Leave, other than leave without pay, shall count for increment in the time-scale of pay of the post in which the teacher has been confirmed



  
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- c. Should a teacher while holding one post be appointed to officiate in higher post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower posts, count for increments in the time scale of pay applicable to such lower post.
- d. Service rendered in a post on time-scale of pay during the period of probation shall count as service towards increment.
- e. Service rendered in a temporary post shall count for increments provide that the post is on a prescribed time-scale of pay.
- f. where a teacher who is allowed to keep a lien reverts to his original post, the period of lien shall count for increments.

### 13. RESIGNATION /TERMINATION OF SERVICE

Suspension, compulsory retirement, termination or removal / dismissal from service

A teacher who is confirmed in service is liable to be suspended or compulsory retired or removed /dismissed from service or his services reliable to be terminated on one or more of the following grounds.

- a. Misconduct
  - b. Moral turpitude
  - c. Willful and persistent negligence of duty
  - d. Permanente Physical or mental unfitness, and
  - e. Incompetence: provided that ground of incompetence shall not be used after a teacher has served the college for a period of five years or more.
- a) "Misconduct "shall include the following:-
- i. Breach of the terms and conditions of services laid down by these directions.
  - ii. Violation of the code of conduct
- b) "Moral turpitude "shall include the following –



  
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Any misbehaviour derogatory to the status and dignity of a teacher

c) "Willful and persistent negligence of duty" shall among other things include the following

i. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi

ii. Persistent absence from duty without previous permission

iii. Failure to discharge any of the duties laid down by the directions,

d) Permanent physical or mental unfitness shall require following: - Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Governing Body.

e) "Incompetence" shall include the following: -

i) Failure to keep up academic progress and to keep his knowledge and up to- date inspite of repeated instructions in that behalf and provision of facilities.

ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his control.



  
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