

Defined rules, procedures, recruitment, and promotional policies, etc.

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:

- AICTE Norms
- Rules for Affiliation by Savitribai Phule Pune University, Pune
- 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 AICTE, PCI and Savitribai Phule Pune University, Pune from time to time.

I. 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 Savitribai Phule Pune 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.
- d). The Registrar, Savitribai Phule Pune University, Pune appoints the subject experts for the posts of assistant professors, associate professors.

For the appointment of professors, the Vice Chancellor/nominee, Savitribai Phule Pune University, Pune, is the chairman of the Selection Board and three subject experts are appointed.

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

Selection committee is constituted as per Savitribai Phule Pune University, Pune and AICTE norms.

- e). Call letters are sent to eligible candidates, for attending interviews specifying place, date and time of interview.
- f). Selection committee interviews and recommends candidates.
- g). Letters of appointment are issued to selected candidates.
- h). The selection list along with appointment orders, joining reports and all supporting documents are sent to the Registrar, Savitribai Phule Pune University, Pune 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:

- i. Chairperson /Nominee of the Mahatma Gandhi Vidyamandir,
- ii. Subject expert
- iii. H.O.D of concerned department
- iv. Principal

II. Mode of Selection of Non- Teaching Staff

Cadre Structure

a) Office

- (i) Administrative Officer (Graduate with experience)
- (ii) Senior Assistant (Graduate with experience)
- (iii) Junior Assistant (Graduate)
- (iv) Attender (below or equal to SSC)

b) Laboratories (other than computer Labs)

- i) Lab Technician (Diploma in Pharmacy)
- ii) 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

Mahatma Gandhi Vidyamandir's, Secretary/Principal; Interview call letters are sent to eligible 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 Mahatma Gandhi Vidyamandir.

III) Promotion Policy for Teaching Staff

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

Sr no	Name of Teaching staff	Promotion Adhoc to Permanent (Oct 2017)
1	Mrs Vrushali R Jadhav	Assistant Professor
2	Mrs Anuja P Bhosale	Assistant Professor
3	Mahalaxmi Mohan	Professor

All the procedure is followed by the MGVPC. The availability is notified on the institute website www.mgv.org.in. At the time of joining, through departmental meetings and periodic notices, awareness of rules and procedures is maintained.

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