

Amar SewaMandal's

Kamla Nehru College of Pharmacy

Borkhedi (gate), Butibori, Nagpur-441 108 (M.S.)

CRITERION 6

6.2.2.

**Administrative setup, Appointment
procedures**

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ADMINISTRATIVE SETUP

As per guidelines issued from Trust Board of Organization, the monitoring and administration structure being set as follows;

- Kamla Nehru College of Pharmacy is run by the organization 'Amar Sewa Mandal' Nagpur.
- Secretary of the Organization acts as the representative of the management.
- IQAC and College Development Committee (formed as per the Maharashtra Public University Act 2016) frames policies related to development and functioning of institute.
- The Secretary and Principal have the powers related to finance, academic and administrative matters.
- Each department has a head who in turn assigns various tasks to different members of faculty.
- Overall the faculty and non-teaching works according to guidelines and directives provided by IQAC, CDC, various working committees and different cell of the college.



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APPOINTMENT PROCEDURES

There shall be three designations in respect of teachers in the institute namely, Assistant Professors, Associate Professors and Professors. The number of teaching and non-teaching staff required, qualification, experience and appointment procedures shall be as per the norms of AICTE/PCI/Government of Maharashtra.

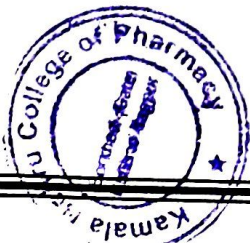
i) Recruitment for Teaching Staff

Cadre Structure

- (a) Principal
- (c) Professor
- (d) Associate Professor
- (e) Assistant Professors

Mode of Selection of Teaching Staff through University selection committee

As per the guidelines and norms of AICTE/PCI the requirements of faculty is put forward to college section of RTM Nagpur University Nagpur. After critically checking the requirements, college section issues NOC for the different post as per norms. As per cadres and category Backward Class cell (BC cell) approves roster for filling vacant seats. Then institute publishes advertisement in leading news papers and on college website also. Scrutinization of applications is carried out after the last day for receipt of application. The list of applicants and resumes with relevant documents and details are then prepared. The VC, RTMNU Nagpur constitutes selection committee to conduct interview of applicants for all sanctioned posts and interview date is finalized with mutually agreed dates of selection committee members. Call letters are being sent to eligible candidates for attending interviews specifying place, date and time of interview. Selection committee conducts the interviews and recommends the candidates. All appointments are then approved from BC cell and Charity Commissioner of Nagpur District. Appointment letters issued to selected candidates. The selection list along with appointment orders, joining reports and all supporting documents are then submitted to the Registrar, RTMNU Nagpur.




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Selection Committee

1. Vice Chancellor/nominee as the Chairman of the selection committee
2. Two subject expert nominated by University
3. DTE nominee
4. President of organization
5. Secretary of organization
6. Principal

Mode for direct recruitment of teaching staff

In case of vacancies arise and if it is to be filled on urgent basis for avoiding the academic loss of student we conduct the direct recruitment process for appointment of teachers on Ad-hoc basis.

Direct recruitment to all cadres is based strictly on merit basis. Number of vacant position is determined if any. Institute publishes advertisement in leading newspapers and on college website. Scrutinization of applications is carried out after the last day for receipt of application. The lists of applications and resumes with relevant details then prepared. Call letters are then sent to eligible candidates for attending interviews specifying place, date and time of interview. Internal recruitment committee comprising members from Management, Principal, HOD and senior subject teacher is being formed. Selection committee conducts interviews of shortlisted candidates. Demo lectures are being arranged and feedback from members and teachers are taken. Then selection committee recommends candidates. Letters of appointment are issued to selected candidates. Ad-hoc appointments are made on temporary basis for specified periods or for specific academic year



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ii) Recruitment for non-teaching staff

Cadre Structure

a) Office

(a) Administrative Officer (Graduate with experience)

(b) Accountant

(c) Senior Clerk (Graduate)

(d) Junior Clerk (Graduate)

(e) Peon (below or equal to SSC)

b) Laboratories (other than computer Labs)

i) Lab Technician (Diploma in Pharmacy/ B.Sc.)

ii) Lab Attendant (below or equal to SSC)

c) Computer Labs

i) Computer Technician

Mode for recruitment of non-teaching staff

All positions are advertised in the news papers or notified in the local notice boards. After scrutiny of received applications, a short list is made by the office of Principal. Interview call letters are sent to eligible candidates to appear for personal interview. The selection committee consists of some or all of the following;

(a) President or nominee of President of Amar Sewa Mandal Nagpur

(b) Principal

(c) Administrative Head

(d) HOD of respective department



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