



# Agnihotri College of Pharmacy

Bapujiwadi, Ramnagar, Wardha 442001, Maharashtra.

## SERVICE RULES

As per the guidelines of RTM Nagpur University Nagpur, Government of Maharashtra and Trust Board of Organization following service rules being followed.

### **Period of probation and confirmation**

1. The probation period is of 2 Years from the date of joining.
2. In the case of closure of branch/subject the management shall terminate service after giving appropriate notice or paying salary in lieu of the notice period.
3. Service shall liable to be terminated during probation without assigning any reason.
4. Faculty shall not engage in private tuitions/coaching classes or shall accept any part time job without the prior written permission of the competent authority.
5. In case of no teaching load situation, the management reserves the right to discontinue services at any point of time. A review of performance will be taken every three month.
6. In the case, faculty desire to resign; he/she will have to serve three months' notice or will have to pay three months' salary in lieu of that.
7. Faculty shall abide by all rules and regulations as laid down by Sanstha time to time.
8. The confirmation shall be given after approval from University selection committee.

### **Duty leave**

Duty leave of the maximum of 30 days in an academic year may be granted for the following:

1. Attending conferences, congresses, symposia, seminars and delivering lectures in institutions and universities
2. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute;
3. Participating in a delegation or working on a committee appointed by RTM Nagpur University or any other academic body; and
4. For performing any other duty for the university/institute

### **Casual leave**

1. Total casual leave granted to a teacher shall not exceed 12 days in an academic year as per the norms of RTM Nagpur University.
2. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.



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## Maternity leave

1. Maternity leave on partial pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
2. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

## Medical leave

1. Medical leaves of 4 per year allowed.
2. Extended medical leave up to five days as and when required.



  
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