



Shreeshakti Shaikshanik Sanstha's

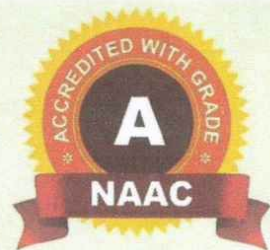
## DIVINE COLLEGE OF PHARMACY

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Approved by PCI - New Delhi (531), Govt. of Maharashtra & DTE - Mumbai (5443).

Affiliated to Savitribai Phule Pune University - Pune (CPHN020560) & MSBTE - Mumbai (1952). AISHE: C-55802.

### *Key Indicator: 6.2.2*

*The functioning of the institutional bodies is effective and efficient as visible from policies administrative setup, appointment and service rules, procedures, etc.*





**Shreeshakti Shaikshanik Sanstha's  
Divine College of Pharmacy,  
Divine Campus, Nampur Road,  
Satana, Dist. – Nashik  
Maharashtra (India)  
Satana – 423301**

**Internal Quality Assurance Cell**



**Appointment, Service Rules & Procedures**

**Human Resource (HR) Policy**

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# Appointment, Service Rules & Procedures

## Human Resource (HR) Policy

(Controlled Copy)



<b>POLICY NO: 01</b>	<b>NAME OF POLICY</b>	<b>DEPARTMENT</b>
	<b>Human Resource Management Recruitment /Service/ Leave Rules</b>	<b>IQAC</b>

## **Human Resource Management**

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## Human Resource Management

### 1. Recruitment -

As a start up to recruitment, need should be identified by the HOI / HOD. Teaching staff requirement should be supported by workload distribution and projected in the Roster maintained in the institute. The HOI/HOD should submit the draft of advertisement through the HR Department for Trustees approval.

First filling-up the recruitment requisition form and getting the approval of the Trustee (It requires around a month's time from receipt of requisition from the dept., till the closing of the position) In case there is any change in the job profile, it should be immediately conveyed to HR office.

- i. Getting job posted.
- ii. Advertisement /E-mail /Telephonic.
- iii. Receiving applications & Resume.
- iv. Screening of applications & Resume.
- v. Interviewing the candidates.
- vi. Checking References.
- vii. Director's approval (Interview by Trustees)
- viii. Acceptance & Final Approval.

### Selection –

Selecting the right candidate at the right Position and at right time. Selection should be made by examining all factors necessary to determine the best qualifications and capabilities to fill the position. These factors may include experience, past performance, job related educational background, ability and qualification to perform the work

(Enclosed *Annexure A*: Faculty & Nonteaching staff evaluation format)

### 2. Incentives

To give special thrust to research culture and knowledge updating in the institute and thus improve the profile of the institute at the national and international level, all staffs are given Incentive /Certificate / Token of appreciation.



Laboratory/Library/Equipment facility for completing PG/Ph.D. Degree from UGC recognized University as well as for Industrial Visits, Trainings, Workshops, Conferences, Seminars, Symposium participations when in service of Divine College of Pharmacy, Satana.

### **3. Leave Rules: (Annexure B attached)**

#### **Attendance and Punctuality**

The attendance and punctuality are expected from the all employees. Employees are expected to report as per schedule. In case they are unable to attend they will have inform the Principal/Director /HODs

#### **Attendance Register**

All employees of DCOP have to sign the attendance muster immediately after Biometric punching before entering the institute. The attendance muster will always be maintained and monitored in & by the HR department of DCOP.

#### **Swipe Rules –**

All the employees are requested follow their biometric punch procedure at the time of arrival and also while leaving campus. Any single punch is considered as half day. If there is any major issue during biometric punching please inform to HR Department.

#### **Late Mark:**

One leave will be deducted for every 3 late arrivals or early exit during the month and in case where only ONE entry has been made either incoming or outgoing it will be treated as ABSENT.

#### **Casual Leave (CL) :**

Casual leave (CL) is a type of paid leave granted to an employee, which can be applied during an unexpected situation or an unforeseen event that occurs without any prior plans. Number of days permitted: 12 per academic year

#### **Compensatory off (C-Off) :**

Compensatory Offs are benefits that an employee receives in exchange for working extra hours . Number of days permitted: 25 per academic year



**Sick / Medical Leave (ML):**

Requires doctor's certificate (Note: Sick Leave (SL) cannot be adjusted with any other leave. It should be only taken when you are not well. Any violation against the rule will face strict action.) Number of days permitted: 14 per academic year

**Maternity Leave:** Maternity leave is a paid leave that pregnant working women are entitled to take care of their new-born. This leave is available for two deliveries only. The Total leave cannot be more than 03 months (90 days)

**Vacation:**

Teaching staff members will be entitled to Summer Vacation & Winter Vacation, the period of which will be decided by the organization in accordance with the University / MSBTE schedule for the respective institute. Any change in the declared Vacation, will require prior sanction from the trustees & the same should be communicated to the HR office after necessary sanction. In case of a staff member is deputed for the following activities; the days of absence will be deducted from Vacation days announced by DCOP from time to time.

**4. On duty:**

On Duty permission regarding institute/departmental work will be granted only on the prior permission in writing from the Head of the Department and an approval by the Principal. E.g. Industrial Visits, Trainings, Workshops, Conferences, Seminars, PCI / SPPU / MSBTE Inspection Duty, SPPU/ MSBTE Exam Duty etc.

**5. Consultancy, R & D and Teaching Assignments****a. Consultancy and R & D**

The Institute encourages its faculty members for consultancy and enhancing R&D assignments within or with other institutions and Industries. The faculty shall undertake such assignments When the Institute is approached for such help and the Principal assigns such engagement to the particular faculty or when the faculty himself/herself is approached by the outside agency for such help. In either case, the faculty shall take up the assignment by obtaining the approval of the Principal in writing. The faculty shall avail the administrative and infrastructure facilities available in the institute for carrying out his/her assignment. The faculty shall also associate other faculties for the assignments. The faculty shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the institute on the following basis:



1. Where it is a project R&D type assignment, involving the infra-structure facilities and work time, its shall be 60% to institute & 40% to the staff associated with this consultancy assignment.
2. Where members of staff are associated in the assignment under taken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately.
3. The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

**b. Teaching Assignments**

1. The Institute permits its faculties to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
2. A faculty, who has been approached for giving guest lecture in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and may approve the same.
3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

**6. In-House R & D and Seminars/Workshops**

**a. In-House R&D**

The Institute encourages its faculties to undertake department-wise R&D activities along with Students and other staff Members.

**b. Seminars/Workshops**

The Institute encourages its faculties to organize SPPU/MSBTE/PCI and any other professional bodies funded Seminars and Workshops for the benefits of fellow faculties and students. The Management provides additional funds for any SPPU/MSBTE/PCI and any other professional bodies funded programs on prior approval whenever required.

**7. Consulting & Outside Connect Policies:**

- i. We recognizes that many staff members have expertise, talents, knowledge, and skills, which have value to outside organizations — public and private.



- ii. Association with outside organizations can benefit those served contribute to the professional and personal growth and/or reputation of the employee, and bring credit and good will to the Institute.
- iii. However, consulting arrangements (with or without pay) or other outside business interests or jobs where there is a risk of conflict of interest or appearance of conflict must be disclosed to one's supervisor.
- iv. The following four categories describe the types of outside activities in which staff may choose to engage, and they provide information concerning the appropriateness of such activities as they relate to employment at Divine College of Pharmacy, Satana.

***a) Professional Activities:***

- i. There is a large area of outside professional activities, generally related to the individual's position at the Institute, that are part of the individual's job, carried out during normal working hours with full use of Institute resources, such as office supplies and administrative support, and does not present a conflict of interest.
- ii. If they require a substantial time commitment, the employee should discuss the situation with and receive permission from one's supervisor.
- iii. An application form available with the research Department need to be filled by the employee.
- iv. They serve to increase job-related skills and expertise and/or provide direct benefit to Divine College of Pharmacy, Satana.
- v. Such activities include participation in work-related conferences, seminars, professional associations, advisory panels, visiting committees, and the like; service as a trustee, director or advisor of an external organization at the request of Divine College of Pharmacy, Satana.
- vi. Employees invited to serve on advisory or other boards of organizations as a direct result of their Divine College of Pharmacy, Satana. Positions may serve and also may receive remuneration from the organization and/or reimbursement for related travel or other expenses from the organization provided they have disclosed the relationship to their supervisors and obtained prior approval. Travel expenses may be paid by the Institute only when employees do not receive remuneration.

***b) Outside Volunteer Activities:***

- i. Outside volunteer activities in connection with nonpartisan public service can also contribute to Institute goals and provide valuable public and personal benefit.



- ii. An application form available with the research Department need to be filled by the employee.
- iii. Primary commitment belongs to the Institute. Activities should be scheduled without interfering with one's regular Institute work commitments.
- iv. Activities generally are not considered to be part of one's job and should not, except on an occasional basis, be carried out during normal working.
- v. Employees should refrain from any actions on behalf of these outside organizations where the interests of the Institute and the organizations are, or could appear to be, in conflict.

**c) Outside Income:**

- i. Employees may also have outside income sources, including second jobs, or be involved in outside activities or interests that do not affect, either directly or by appearance, the Institute.
- ii. Are not considered part of one's job.
- iii. May not be carried out during normal working hours.
- iv. May not interfere with employees performing their jobs.
- v. May not involve the use of any Institute resources.
- vi. Other considerations for employees with outside businesses, jobs, or other non-work-related activities:
- vii. Employees should avoid using their offices, staff (including their own time during normal working hours), equipment, supplies, computers or tablets, telephones, computer systems, vehicles, machinery, or any other Institute resources.
- viii. While there may be some occasional instances when business related correspondence is received at work, employees may not routinely conduct outside business at work.
- ix. Employees should avoid inappropriate use of their institute positions, including appearing to speak on behalf of or representing the institute.
- x. Employees should not distribute or use for personal gain any information not generally available to members of the public, which is acquired by reason of the employee's official duties.
- xi. Employees should not receive compensation for distribution for distributing institute information, which is generally available.



***d) Outside professional and other activities:***

- i. Employees may have other outside professional, work or other business activities that provide financial or personal benefits to the employee. Such activities may be public service in nature and may or may not be strictly work related. Some activity may have recognizable benefits to the institute.
- ii. An employee's primary obligation is to the institute.
- iii. The employees must be sensitive to and avoid any situation where either the extent or type of activity could, either directly or by appearance, limit the employees impartially, effectiveness, or availability in the conduct of one's institute position.
- iv. Consulting arrangements (with or without pay) or other outside business interests or jobs where there is a risk of conflict of interest or serious appearance of conflict must be disclosed.
- v. Further, employees should be aware that if there is financial benefit or reward for themselves or other with whom there is personal relationship, the potential for conflict of interest or commitment increase substantially.
- vi. Other personal or outside business relationships that may affect ones decision-making and/ or have the potential for dividing loyalty must be reviewed with one's supervisor.

Enclosed:

*Annexure A:* Faculty & Nonteaching staff evaluation format.

*Annexure B:* Leave Rules.



Annexure A

Shreeshakti Shaikshanik Sanstha's  
**DIVINE COLLEGE OF PHARMACY, SATANA**

**TEACHING DEMONSTRATION EVALUATION SHEET**

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Place: SSS's Divine College of Pharmacy, Satana

Name of Candidate: \_\_\_\_\_

Specialization: \_\_\_\_\_

Attributes & Performance	Rating (Circle Appropriate)					Remark
	1	2	3	4	5	
Introduction Given	1	2	3	4	5	
Writing on board, figures/diagrams	1	2	3	4	5	
Usage of classroom language	1	2	3	4	5	
Eye Contact	1	2	3	4	5	
Gesture and Pasture	1	2	3	4	5	
Methodology thought for students understanding	1	2	3	4	5	
Subject Knowledge	1	2	3	4	5	
Time Management	1	2	3	4	5	
Use of element of creativity	1	2	3	4	5	
Confidence level Exhibited	1	2	3	4	5	
Use of words and expression within student level	1	2	3	4	5	
Presentation of subject/command on subject	1	2	3	4	5	
Conclusion/ summarization made or lecture abruptly ended	1	2	3	4	5	
<b>Total:</b>						

Rating key: 1=unsatisfactory, 2= Fair, 3=Satisfactory 4= Very Good 5= Excellent

Name and Signature of Subject Experts



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**INTERVIEW SHEET FOR STAFF SELECTION**

**Day:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** SSS's Divine College of Pharmacy, Satana

Sr. No.	Personal Information			Selection Criteria										Grand Total	Salary Expectation							
	Name of candidate	Birth Year	Present Working Place	Present Salary Amount	Graduation (5)	Post Graduation (5)	Ph.D (10)	GPA / T/ GAT / E (5)	Total (25)	Research Guide (5)	Standard Academic Publications (10)	Teaching experience (5)	Extra Curricular (5)			Total (25)	Subject Knowledge (10)	Communication Skill (10)	Professional Ethics Behavior (10)	Experience and Work History (10)	Maturity/Confidence/Potential (10)	Total (50)
1																						
2																						
3																						

**Criteria for Marks Distribution:** 1. Distinction (5 marks), First Class (4 marks), Higher Second (3 marks)  
2. Publication: More than 10 (10 Marks) reduce accordingly (Only UGC approved Journals)  
3. Teaching Experience: More than 10 years (10) reduce accordingly

Name and Signature of Subject Expert

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Annexure: B



जा.क्र.: एसएसएस/१५/२०१८-१९

दिनांक : १५/०६/२०१८

प्रति,  
प्राचार्य,  
डिक्झाईन कॉलेज ऑफ फार्मसी,  
डिक्झाईन इंग्लिश मिडीयम स्कूल,  
डिक्झाईन कॅम्पस, नामपुर रोड, सटाणा.  
ता.बागलाण, जि.नाशिक.

विषय :- दिलेल्या नियमांचे पालन करणेबाबत...

उपरोक्त विषयान्वये आपणास कळविण्यात येते की, संस्थास्तरीय बैठकीत संस्थेने शाखेसाठी काही नियम तयार केलेले आहे त्या नियमांची यादी सोबत जोडलेली आहे सदरील नियम हे दि. १ जून २०१८ पासून लागू करण्यात येत असून त्या नियमांचे पालन काटेकोर पणे करण्यात यावे. सदरील नियमांचे उल्लंघन झाल्यास प्राचार्य व संबंधीत व्यक्ती या दोघांना सदरील उल्लंघनासाठी जबबाबदार धरण्यांत येईल व त्यांच्यावर कार्यवाही करण्यात येईल याची नोंद घ्यावी.

प्रत :- मा.अध्यक्ष यांना माहितीस्तव सादर

  
सदस्य  
श्रीशक्ती शैक्षणिक संस्था  
ता. जि. नाशिक



  
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Nampur Road, Satana, Dist. Nashik 423301

## -: नियमावली :-

- सर्व कर्मचाऱ्यांना शाळा/महाविद्यालय/कार्यालय सुरु होण्यापूर्वी किमान १५ मिनीटे आधी येणे व आल्यानंतर प्रथम वायोमॅट्रीक मध्ये प्रथम इन करावे व कार्यालयीन कामकाज संपल्यानंतर १५ मिनीटे शाळा/महाविद्यालय/कार्यालयात थांबणे बंधनकारक राहिल.
- प्रत्येक शिक्षकाने/कर्मचाऱ्याने ठरवून दिलेल्या कामाकाजानुसार नियोजन करणे व त्याचा अहवाल वेळोवेळी वरीष्ठांकडे/प्राचार्यांकडे सादर करणे व तो अहवाल प्राचार्यांनी संस्थेकडे सादर करणे.
- शाळा/महाविद्यालय/कार्यालय संस्थेने ठरवून दिलेल्या गणवेशातच येणे बंधनकारक राहिल.
- सर्व शिक्षक व शिक्षकेत्तर कर्मचारी व विद्यार्थ्यांनी नियमित ओळखपत्र जवळ बाळगावे.
- सर्व शिक्षकांनी संगणकाची माहिती असणे बंधनकारक असेल. त्याचबरोबर गरज असल्यास शिक्षकीय कामाव्यतिरीक्त इतर कामातही आपले योगदान आवश्यक राहिल.
- ज्या शिक्षकांची विशेष कामासाठी नेमणूक झालेली आहे अशा शिक्षकांनी आपण केलेल्या कामाचा अहवाल वेळच्या वेळी प्राचार्य व संस्था यांच्याकडे सादर करावा.
- खेळ, संगीत, संगणक योगप्रशिक्षक या विषयांच्या शिक्षकांनी विद्यार्थ्यांचा प्रोग्रेस रिपोर्ट आणि पालकांचे त्यावरील मत यांचा अहवाल तयार करून दर महिन्याच्या शेवटी प्राचार्यांना सादर करावा व तो त्यांनी संस्थेस सादर करावा.
- प्रत्येक शिक्षक व कर्मचाऱ्याने आपल्या शाळा/महाविद्यालय/कार्यालयाचे नाव राष्ट्रीय/अंतराष्ट्रीय स्तरावर येईल अशाप्रकारचे उपक्रम राबवण्यास आपले योगदान द्यावे.
- प्रत्येक वर्गशिक्षकाने तयारक केलेला हेजेरीचा अहवाल व इतर सर्व अहवाल हे प्रत्येक महिन्याच्या शेवटी सादर करावेत व गरज भासल्यास संस्था स्तरावर उपलब्ध करून द्यावेत.
- सर्व कर्मचाऱ्यांना एका वर्षाला प्रत्येकी १२ सर्वसाधारण रजा मंजूर करण्यात येतील. त्या संपल्यानंतर बिन पगारी सुट्टी ग्राह्य धरली जाईल तसेच एका महिन्यात तीन किंवा जास्त वेळेस उशिरा हेजेरी लागल्यास त्या अनुषंगाने एक सर्वसाधारण रजा वजा करण्यात येईल. १ तास व त्याहून अधिक अशिर झाल्यास अर्धा सुट्टी ग्राह्य धरली जाईल.
- ज्या कर्मचाऱ्यांचा दोन वर्षाहून अधिक कार्यकाळ झाला असेल त्या कर्मचाऱ्यांना वर्षाला प्रत्येकी १४ मेडिकल रजा देण्यात येतील. ज्या फक्त त्या कारणासाठीच ग्राह्य धरल्या जातील.
- शिक्षकांना दिलेल्या नोंदवहित रोजची माहिती वेळोवेळी भरणे बंधनकारक असेल.
- शाळा/महाविद्यालय/कार्यालयीन वेळेत वयवृत्तिक काम करू नयेत. तसेच कोणास भेटण्यास बोलवू नये.



कुंठक



*(Handwritten signature)*

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Nampur Road, Satana, Dist. Nashik 423301

- आवश्यकता असल्यास प्राचार्य व वरिष्ठांच्या आदेशानुसार शाळा/महाविद्यालय/कार्यालयात सायंकाळी उशीरापर्यंत थांबून दिलेले काम पूर्ण करणे बंधनकारक राहिल.
- शाळा/महाविद्यालय/कार्यालयीन वेळेत प्राचार्यांव्यतिरिक्त कोणत्याही कर्मचाऱ्यांने मोबाईल आणि नये, आणल्यास प्राचार्यांकडे जमा करावा.
- सर्व शिक्षकांनी ई-लर्निंग व तत्सम उपकरणे हाताळणे व त्यामार्फत विद्यार्थ्यांना शिकवणे बंधनकारक राहिल.
- शाळा/महाविद्यालय/कार्यालयीन परिसर स्वच्छ व निटनेटका ठेवण्याची जबाबदारी सर्वांची असेल.
- शाळा/महाविद्यालय आवारात कर्मचाऱ्यांनी विद्यार्थ्यांशी इंग्रजी भाषेतच संभाषण करावे.
- शाळा/महाविद्यालय कामकाजाचा पत्रव्यवहार हा इंग्रजी माध्यमातून करण्यात यावा.
- शाळा/महाविद्यालय/कार्यालय कामकाजाव्यतिरिक्त इतर कामासाठी इंटरनेट व संगणकाचा वापर करू नये.
- शाळा/महाविद्यालय/कार्यालयीन कर्मचाऱ्यांनी विद्यार्थ्यांकडून आणि पालकांकडून कोणतीही भेटवस्तु स्विकारू नये. विद्यार्थी व पालक यांच्याशी कोणतेही आर्थिक व्यवहार प्राचार्यांच्या परवानगी शिवाय करू नये.
- सर्व कर्मचाऱ्यांचा पगार हा बायोमेट्रीक रिपोर्टच्या आधारेच केला जाईल याची सर्वांनी नोंद घ्यावी.
- शाळा/महाविद्यालय/कार्यालय दर महा कमीत कमी २४ दिवस शैक्षणिक व कार्यालयीन कामकाज घेणे आवश्यक आहे.
- संस्थेच्या मालकीच्या गाड्या व त्यांचे कागदपत्रे यांची सर्वस्वी जबाबदारी ही वाहन चालकाची असेल व वाहनाचे काही नुकसान व अपघात झाल्यास सदरील खर्च हा वाहन चालकाच्या पगारातून वसूल करण्यात येईल.
- विद्यार्थ्यांची बसमध्ये चढविण्याची व उतरविण्याची जबाबदारी तसेच बस स्वच्छ ठेवण्याची जबाबदारी केअरटेकर ची असेल.
- शाळा/महाविद्यालय/कार्यालयीन कर्मचाऱ्यांने कोणत्याही प्रकारचे व्यसन व धुम्रपान करू नये किंवा तसे आढळल्यास सदर कर्मचाऱ्यांवर दंडात्मक कार्यवाही करण्यात येईल.
- वेळेवर अभ्यासक्रम पूर्ण करण्याची जबाबदारी शिक्षकांची असेल, शैक्षणिक व बिगर शैक्षणिक कार्यक्रमात सर्वांचा सहभाग आवश्यक आहे.



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- शाळा/महाविद्यालय/कार्यालयीन कर्मचाऱ्यांनी आपल्या परिसरात/आवारात उपशब्दाचा वापर करू नये. तसेच मोठमोठयाने बोलुन ज्ञानदानाच्या कार्यात अडथळा आणू नये.
- प्रत्येक कर्मचाऱ्याने स्वतःच्या शैक्षणिक कामकाजाची फाईल स्वतः तयार करावी ती वेळावेळी नियमित अपडेट करावी.
- शाळा/महाविद्यालय/कार्यालयातुन कार्यालयीन वेळेत बाहेर जातांना हालचाल रजिस्टरवर नोंद करुन व कामाचा उल्लेख केल्यानंतरच बाहेर पडावे व आल्यानंतर येण्याची वेळ नमुद करावी.
- सुरक्षा रक्षकाने पुर्ण वेळ गेटवरच थांबावे व येणाऱ्या व जाणाऱ्या व्यक्तींचा/वस्तुचा/गाडयांचा तपशिल नोंदवहीत नमुद करावा तसेच परिसरातील झाडांना पाणी टाकणे, लाईट लावणे व बंद करणे या कामांची जबाबदारी सुरक्षारक्षकाची असेल.
- प्राचार्य, शिक्षक, शिक्षकेतर कर्मचारी व विद्यार्थी यांनी मिळुन प्रत्येक महिन्यातुन एकदा कॅम्पस मधील साफसफाई करण्यात यावी.



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