



**VIVEKANAND EDUCATION SOCIETY'S
COLLEGE OF PHARMACY**

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai – 400 074
Sindhi Linguistic Minority, Recognized by DTE,
Approved by Pharmacy Council of India & Govt. of Maharashtra, Affiliated to University of Mumbai.
NAAC accredited with A+ Grade (3.46 CGPA)

6.3.1

Additional information:

**The institution has effective welfare measures
for teaching and non-teaching staff**



H. R. POLICY

TEACHING & NON- TEACHING STAFF

VES COLLEGE OF PHARMACY

*Hashu Advani Memorial Complex, Behind
Collector Colony Chembur (E),*

Mumbai - 400 074

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Leave

Leave Policies by VESCOP

Types of Leaves

1. Causal leave
2. Duty Leave
3. Earned leave
4. Half pay leave
5. Commuted Leave
6. Maternity leave

1. Casual Leave:

- a) Any leave is not the matter of right
- b) The Principal, Teaching and Non-Teaching staff shall be entitled to **08 casual leaves** in a calendar year.
- c) **Not more than 7 days casual leaves and holidays in continuation at onetime can be granted to any teaching, Non-teaching staff and Principal.**
- d) **Casual leave shall be evenly distributed during the year as far as possible.**
- e) If a teacher wishes to **apply for the casual leave**, it is **their duty to substitute their lecture/ practical falling on that day and accordingly inform the Time Table Incharge.**
- f) **In case of teaching faculty a 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 the total absence does not exceed 03 days, in exceptional circumstances it may be extended upto 7 days.**
- g) **In case of availing half day casual leave or half day Duty leave, minimum attendance of 3 hours at duty is required on the day of availing the leave.**
- h) **Holidays and Sunday falling during the period of casual leave shall be excluded in the quantum of casual leave.**
- i) Casual leave cannot be prefixed or suffixed to vacations or any other kind of leave except special leave.
- j) A teaching/ nonteaching staff appointed on temporary basis shall be entitled to 08 CL in a calendar year and shall not be entitled to any other leave.
- k) Holidays and Sunday falling during the period of casual leave shall be excluded in the quantum of casual leave.
- l) In case of the Principal and other administrative staff casual leave cannot be prefixed or suffixed to earned leave or any other kind of leave except special leave.
- m) A record of all casual leave of all staff shall be maintained. Full pay with all admissible allowances shall be given during the period of casual leave.
- n) For vacation staffs, a casual leave cannot be taken on the last working day and first re-opening day after the vacation. A leave taken on one of these days amounts to a loss of salary of 15 days and leave taken on both the days amounts to loss of salary of 30days.

2. Duty Leave:

- Each **faculty member can avail maximum 6 duty leaves/ year and a budget of not more than Rs.5000/year for registration fee to attend the seminar.** The duty leaves for seminars is not a matter of right.
- **Duty leave would be given for examination work of Mumbai University only, if any faculty member wishes to take up examination work of other universities, they would have to take sanctioned casual leave** which is not a matter of right.
- Participation by faculty members as a resource person in
 - ❖ **Seminar/ FDP/ Workshop (2 days per year)**
 - ❖ **Faculty Members invited to deliver a guest lecture (2 days per year)**
 - ❖ **Faculty members invited to deliver a talk to industries (2 days per year)**
 - ❖ **Total 6 number of days allowed in a year.**
- To fulfil the research endeavours, faculty can take duty leave to examine dissertation of M. Pharm./ Ph.D. as a referee at Universities other than the affiliated university.
- In special circumstances, **Duty Leave over and above 6 days can be granted for the same purpose subject to approval by Principal & Management, provided the total leave does not exceed 15 days** under any circumstances.

3. Earned Leave:

For vacation staff

- a) 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 one-third of the number of days on which he works during the vacations subject to maximum of 30 days.
- b) Compensatory off is required to be consumed in the same calendar year
- c) Only when there will be call by Principal during vacation by sending a written letter or Email and they work for at least 5 hours on that day. It is considered as a one working day. However, reporting during vacation for clearing the pending work does not qualify for Earned leave.
- d) Earned leave for teaching staff is non- encashable since teaching staff comes under Vacation Staff category.
- e) In the Teaching Staff Service Book, the entries for Compensatory Leave will be written as Earned Leave.

For non-vacation staff ,:

- f) The Principal being the administrative Head of the college will be treated as a non-vacation teacher and shall not be entitled vacations to which teachers are ordinarily entitled. The Principal shall, be entitled to earned leave at the rate of one eleventh of report on duty subject to a maximum accumulation of 300 days.
- g)
 - those who are confirmed they get 30 earned leaves in a year,
 - those who are temporary and working for more than 4 years can get 30 days earned leave and
 - those who are on temporary and not completed 4 years get 15 days earned leave.
 - Earned Leaves are carried forward, but earned leaves should not exceed 300, otherwise it will get lapsed.

journals, those with the highest two cumulative JCR impact factors as the Winner and Runner-up.

This recognition can be in the form of certification, memento with or without a cash award.

7. TO PROMOTE RESEARCH PUBLICATIONS.#**

**Subject to verification by RDC and approval of Principal

#Affiliation under VESCOPE

- i. Rs. 15,000/- for each paper published in any Scopus/ Web of Science/UGC Care indexed journals with a Journal Citation Report (JCR) impact factor ≥ 5 .
 - ii. Rs. 7,500/- for each paper published in any Scopus/ Web of Science/UGC Care indexed journal with JCR impact factor > 3 .
 - iii. Rs. 5,000/- for each paper published in any Scopus/ Web of Science/UGC Care indexed journals with JCR impact factor 0-3
 - iv. Rs. 5,000/- for each research paper published in VESCOPE's Technical Journal i.e. PharmaVision
 - v. Rs. 2,000/- for International magazine/Newspaper.
 - vi. Rs. 1,000/- for National Magazine/Newspaper.
- The cash reward would be equally distributed among all the contributing faculty members of the host institute (Note: students/research scholars are not entitled for this reward)
 - The comprehensive list of Scopus/ Web of Science/UGC Care indexed journals is available at <https://ugccare.unipune.ac.in/apps1/home/index>
 - The policy is strictly applicable to the journals with JCR impact factor only.
 - In the case of journals with no JCR impact factor, but those listed in Web of Science/ Scopus/ UGC-CARE, a fixed amount of Rs. 5,000 will be provided to the author irrespective of impact factor from other sources

8. TO PROMOTE BOOK CHAPTERS.#**

**Subject to verification by RDC and approval of Principal

#Affiliation under VESCOPE

- i. Rs. 10,000/- if the book chapter is published in a book by an international publisher like McGraw Hill, Prentice-Hall, Oxford University Press, or other internationally reputed publishers.
- ii. Rs. 5,000/- if the book chapter is published in a book by a national publisher like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage.
- iii. Rs. 2,000/- if the book chapter is published in a book by Regional / Local publishers.

9. ENTITLEMENTS FOR REGISTRATION, PROFESSIONAL UPGRADATION AS AFFILIATIONS TO PROFESSIONAL BODIES & PUBLICATION CHARGES

VESCOPE shall pay a maximum of Rs. 5000/- per head under any of the following heads:

- i. Registration fee of the seminars/conferences as presenting author/attendee hosted by a reputed institution within India, recognized by the statutory body.
- ii. Membership fee of affiliations to professional bodies for their professional upgradation.
- iii. Publication fee levied by the Scopus/ Web of Science/UGC Care indexed journals.

- iv. If publication fee exceeds the CAP of Rs 5000 after considering all the above benefits, if availed, then all authors will contribute equally to pay the charges with VESCOP as one of the contributing parties.

10. INCENTIVES FOR OBTAINING EXTERNAL RESEARCH FUNDING

- i. Faculty members of VESCOP are eligible to claim incentives for obtaining research grants from external agencies subject to inclusion of overhead expenses amounting 15 to 20% of total project cost under overhead expenses head or contingency head of the research project budget.
- ii. A total of 3% of the external grant received may be awarded as an incentive to the Principal investigators (PI) and Co-investigators (CI) who are faculty members in VES.
 - a. PI will receive 2 % of the research grant
 - b. CIs will share the other 1% equally
 - c. Research Advisors (subject to documented evidence of hand-holding during the project) are entitled up to 1% of total research grant over and above the 3% share of PI and CI
 - d. For external grants for infrastructure development where a VES institute provides a matching grant / co-sponsorship, the incentive is limited to 2 % of the external grant received.
- iii. The incentive will be calculated on the amount actually received for the project.
- iv. The incentive can be claimed on completion of the research project and submission of the completion report to the Funding agency, a copy of which is to be furnished along with the claim.

11. TO PROMOTE FILING PATENTS

- i. Eligibility: Staff members should have filed the patent with VESCOP as the patent assignee through the IP cell
- ii. Process
 - Any staff member, who is willing to file a patent with the institution's name as an applicant, approaches the IP cell of the institute with the invention disclosure form
 - The IP cell approaches the panel of patent attorneys to vet the idea and draft the claims for filing the patent
 - The draft is approved by the staff members and innovators
 - The innovators decide their share of commercial benefits while signing the MoU with the university
 - The patent is filed.
- iii. Dissemination of the cash incentive
 - 100% patent filing fee is borne by the society.
 - In the case of technology licensing: The revenues earned will be shared between the inventor(s) and host institute in 70:30 ratios. The 70% due to the inventor(s) will be distributed as per the separate inventor's agreement entered into between the inventors. In the case of multiple inventors, the default inventor's royalty share is done based on the contribution of the individual inventors in the absence of an alternate revenue-sharing agreement. The inventor (s) / creator(s) share would be declared annually (or as revenues are received) and disbursement will be made to the inventor (s) / creator(s), their legal heir, whether or not the inventor (s) / creators are associated with VESCOP at the time of disbursement.