

**CHALAPATHI INSTITUTE OF PHARMACEUTICAL SCIENCES
(AUTONOMOUS)**

VISION

To inculcate excellence in various fields of pharmacy, mould the institution as centre of excellence in terms of academics and advanced research.

MISSION

Committed to impart quality pharmacy education and research to meet global standards

QUALITY POLICY

Chalapathi Institute of pharmaceutical sciences is committed to impart quality pharmacy education to the growing needs of the society by implementing quality management system on a continual contact basis and continually improved services.

We shall protect the interest of our students and prepare them to meet growing challenges with increased ability to serve the nation and society.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO's)

PEO1	Proficiency: Programme encompasses the students with profound functional knowledge in core subjects of pharmaceutical sciences like pharmaceutical chemistry, pharmaceutical analysis, pharmaceuticals, pharmacognosy, pharmacology and pharmacy practice. This enables students to be competent enough and apply these tools in pharmaceutical and health care industries, research/clinical laboratories, hospitals and community pharmacies for overall maintenance of public health.
PEO2	Practicability (Practical aptitude) : Implementation of innovative teaching learning methodologies with visual aids / computer aided tools empowers the students in understanding the concepts with clarity and transparency. Students are trained in handling sophisticated equipment and in their troubleshooting procedures, problem based learning which makes them to apply the learned theoretical concepts to real time applications and meet the current pharmaceutical industrial demand.
PEO3	Lifelong learner (Liaisons) : To develop globally accepted competent students in terms of punctuality, amicability, communication skills and self learning. Students are encouraged to participate in class room seminars, group discussions, exhibitions, quizzes, conferences, symposia, seminars, workshops and health care programs. This enables the students with specific hard skills, capable of understanding the most advanced technologies, research and can integrate this knowledge and skills with contemporary needs of the society.
PEO4	Collaborator : To inculcate collective learning, knowledge sharing and knowledge transfer through their involvement in interdisciplinary research activities and to improve leadership, team work and managerial skills which helps them to play influential roles either in an organisation or in community.
PEO5	Professionalism : To promote the development of scholarly thinking, professional identity and ethics among the students for their further professional growth either in the pharmaceutical and health care industries or to pursue higher studies and research.

PROGRAM OUTCOMES (PO'S) OF BACHELOR OF PHARMACY

PO1	Pharmacy Knowledge: Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioural, social, and administrative pharmacy sciences; and manufacturing practices.
PO2	Planning Abilities: Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.
PO3	Problem analysis: Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.
PO4	Modern tool usage: Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.
PO5	Leadership skills: Understand and consider the human reaction to change, motivation, issues, leadership and team-building when planning changes required for fulfilment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and wellbeing.

PO6	<p>Professional Identity: Understand, analyze and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).</p>
PO7	<p>Pharmaceutical Ethics: Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behaviour that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.</p>
PO8	<p>Communication: Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective Presentations and documentation, and give and receive clear instructions.</p>
PO9	<p>The Pharmacist and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.</p>
PO10	<p>Environment and sustainability: Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.</p>
PO11	<p>Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self- assess and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.</p>

SERVICE AND CONDUCT RULES



**Chalapathi Institute of Pharmaceutical Sciences
(Autonomous)
Guntur-522034, Andhra Pradesh.**

PREFACE

Welcome to Chalapathi Institute of Pharmaceutical Sciences. This service rule book has been prepared to assist you in carrying out your duties and to inform you of privileges and responsibilities of an employee of the institution.

If any employee has specific questions that are not covered in the following pages, please contact the Principal of the institution.

Sincerely
Chalapathi Institute of Pharmaceutical Sciences.

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CHAPTER-1 PREAMBLE

1.1 SHORT TITLE AND COMMENCEMENT

- i. These rules shall be called the service rules of Chalapathi Institute of Pharmaceutical Sciences, Lam, Guntur, Andhra Pradesh.
- ii. These rules shall come into force with effect from January 2019.

1.2 EXTENT OF APPLICABILITY

These rules shall apply to all teaching/non -teaching employees.

1.3 DEFINITIONS

- i. Society means Chalapathi Educational Society, Guntur.
- ii. Member means the chief officer of the institute.
- iii. The Principal means head of the institute.
- iv. Employee includes all teaching and non-teaching employees.
- v. AICTE means the All India Council for Technical Education.
- vi. UGC means University Grants Commission.
- vii. PCI means Pharmacy Council of India.
- viii. Institute means Chalapathi Institute of Pharmaceutical Sciences (CLPT), Guntur, Andhra Pradesh.
- ix. HOD means Head of the Department of any academic department in the college.
- x. Competent authority in relation to exercise of any such powers under these rules means any authority to whom such powers are delegated by the governing body.
- xi. Controller of examination means, who control all examinations of the institute.
- xii. CDTL means Chalapathi Drug Testing Laboratory.
- xiii. IQAC means Internal Quality Assurance Cell.
- xiv. Academic council means the council which controls the academic activities.

- xv. Employee means a person employed for teaching or non-teaching work in the college, duly engaged by a letter of appointment. These include teachers, clerical staff, technical and nontechnical staff or any other staff as full time or part time, whether such employment be temporary or permanent.
- xvi. Employer means primarily the society and also connoted to any other subordinate officer on whom the powers and functions of appointment may be conferred by a resolution passed and approved by the society.
- xvii. Controlling officer shall mean committee of persons so appointed by the Governing Body which is directly responsible for the society of the collage/ institute.
- xviii. Leave means authorized absence from duty.
- xix. Appointing authority means the authority empowered to make appointment.
- xx. Academic year means a period of twelve months beginning on the first day of July in each calendar year.
- xxi. Pay means an employee's gross monthly earnings from the institute, which includes all admissible allowances.

1.4 GENERAL

- i. The service rules are confidential between the institute and its employees and are made available on joining the services of the institute.
- ii. In case of doubts regarding the interpretation of the contents of these rules, the decision of the society will be final and binding.
- iii. Any amendment to the terms and conditions of service recorded herein will require approval of the governing body.
- iv. These rules supersede all existing instructions on the subject covered in these services rules.

CHAPTER-2 APPOINTMENTS AND SERVICE MATTERS**2.1 CLASSIFICATION OF EMPLOYEES**

Employees can be classified as:

- | | |
|----------------|----------------|
| 1) Permanent | 2) Probationer |
| 3) On contract | 4) Temporary |
| 5) Casual | 6) Part- time |
| 7) Adhoc | |

2.1.1 A Permanent employee:

Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period or otherwise.

2.1.2 A Probationer:

Means one who is on probation.

2.1.3 A Contractual employee:

Means an employee who has been employed for a specific period for a particular job under the terms of contract of employment/appointment which automatically ceases after the expiry of period or completion of job.

2.1.4 Temporary employee:

Means person who is appointed on a temporary post or in a temporary capacity of a permanent post.

2.1.5 A Casual employee:

Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

2.1.6 A Part – time employee:

Means one who has been employed on any job/ post on part –time basis.

2.1.7 Adhoc:

Means one who has been employed on a particular post/job purely on an ad hoc basis and does not fall in any of the above categories.

2.2 RECRUITMENT:

Source of manpower: For recruitment purpose, the following may be followed via through

- i) Open advertisement in leading newspapers.
- ii) Referral
- iii) E-mail/ postal/by hand receipts
- iv) Campus interview

2.3 APPOINTMENT

1. Appointment: Society/Principal may have the power to delegates his authority to any person.
2. All the appointments to any categories of post shall be made by appointing authority on the recommendation of the section committee constituted by competent authority.
3. Qualification and experience- For the appointment of teaching and non-teaching staff, AICTE/PCI/UGC wherever applicable will be followed.
4. Every applicant for employment will be required to fill up and sign the prescribed/ general information form and will undergo:
 - i. A test of proficiency in the job he seeks in the manner considered necessary for the purpose.
 - ii. Medical test by a registered medical practitioner with minimum M.B.B.S or DNB degree.
 - iii. Every person appointed must sign the duplicate copy of the appointment order to indicate his/her acceptance of the services rules of the collage governing his/ her employment. A copy of the said rules and regulation shall be issued to each employee at the time of his/ her employment.
 - iv. When joining in the service the employee shall furnish the Principal with his/her full address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated to the Principal.
 - v. Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications may be necessary.
 - vi. Every employee, before appointment, shall produce documentary evidence of his/her date of birth as indicated below.
 - a. A Certified copy of date of birth as recorded in the register of the corporation/ municipality.
or
 - b. Matriculation/ school final/ school leaving certificate;

- c. The date of birth of an employee once entered in the service records shall be the sole evidence of his/her age, in relation to all matters pertaining to his/her service including the fixation of the date of retirement.
 - vii. All applicants will be interviewed and tested for proficiency in the vacant/ new job.
5. Members of the staff appointed against a permanent post shall be on probation ordinarily for a period of one year provided the society may waive it for exceptionally deserving candidate or extended the period of probation for a further period of three months. After satisfactory completion of the period of probation the employee shall be confirmed by the society in writing with effect from the date of appointment and he/she shall be communicated such confirmation in writing.
6. The services of any employee on probation may be terminated without assigning any reason what ever.
7. Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.
8. The college may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers or oral interviews. Employees will authorize such investigation and the giving and receiving of any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment or if employed may subject the employee to immediate dismissal.
9. Every employee, other than casual, part time, adhoc shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of appointment letter as a token of acceptance. This will be retained by the college.
10. An employee may discontinue his services in the college even after his confirmation by giving 3 months notice or by paying an amount equal to three months in lieu of notice provided there are no dues outstanding against the employee.
11. No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the Institution/Principal.
12. It is the employee's responsibility to read the service rules to familiarize him/herself with all policies and procedures of the college.

2.4 OTHERS EMPLOYMENT

1. No full-time teacher (including Principal) of institute shall be permitted to any part- time teaching / or remunerative assignment.
2. No full-time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Principal.
3. Any employee (including a teacher) contravening the provision of this rule shall be liable to such disciplinary action as may be deemed fit and proper.
4. No member of the faculty is permitted to apply to any outside authority in his attempt to add qualification before conformation in service and specifically permitted in this regard.

2.5 AGE

Person below 18 years of age will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on this first appointment, his date of birth according to the Christian era and produce testimony such as school/ college leaving certificate or birth certificate issued by municipality / corporation in original for verification of the institute, the date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

2.6 PROBATION:

All appointments against permanent posts will normally be in probation ordinarily for a period of one year provided the appointing authority may waive it for exceptionally deserving candidate or extend the period of probation, the employee shall be confirmed by the appointing authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing. Unless confirmed in writing the employee shall continue as a probationer.

2.7 PERFORMANCE APPRAISAL:

The formal written evaluation program of the Chalapathi Institute of Pharmaceutical Sciences is established to provide annually, a planned, scheduled, opportunity for the employee during a specified rating period. All staff employees should be evaluated annually. Unscheduled performance evaluation may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. The college may initiate unscheduled evaluations. Standard evaluation may be obtained from the Principal/ HOD's.

Performance Appraisal Review Process

Performance appraisals shall be done for all staff members of the college and copies must be placed in the personnel file in office of CLPT. The appraisal will be done by the immediate head of the department and Principal and will be received at the next level of supervision.

2.8 GRANT OF INCREMENT:

Increment of any members of staff, teaching or non-teaching will depend upon the performance of his working ability and satisfaction to the society in discharge of duties and attendance, self-appraisal and interview.

2.9 CONFIRMATION:

On satisfactory completion of probation, employee shall be considered for confirmation in service. He will not be regarded as having been confirmed until a letter of confirmation is issued, specifying the date of confirmation has been issued to him by the appointing authority.

2.10 PROMOTION:

- i. The faculty up gradation shall be considered strictly as per AICTE/PCI/UGC norms.
- ii. Up gradation of other staff will not necessarily depend solely on seniority. The following factors will also be taken into account:
 - a. Past performance record
 - b. Potential for higher responsibilities
 - c. Punctuality and good conduct based on recommendation forwarded by the Principal.
 - d. Good performance in interview

2.11 DEMOTION:

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a not a change in the employee's job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily.

2.12 RESIGNATION:

1. A permanent employee, desirous of leaving the college, shall give three working months notice or three-months pay in lieu of notice to the Principal before leaving.
2. A probationer may terminate his service by voluntary resignation by filing with the Principal/Society similar notice in writing at least one month in advance.

3. Notwithstanding what is stated above, the society reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

2.13 SUPERANNUATION/RETIREMENT:

1. All employees would superannuate on attaining (after completion) the age of 62 (sixty-two) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority or as per norms of the AICTE/PCI/UGC/State Government.
2. The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he/she attains the age.

2.14 TERMINATION OF SERVICE:

1. The institute / society reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis.
2. The institute / society shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of society, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute / office/ society.
3. Services of a probationer will stand terminated if not confirmed on completion of probationary period or of an extended probationary period. He would, however, be intimated of the termination of services prior to the expiry of the probationary period or any extended period of probation by giving one-month prior notice. Likewise, the probationer may terminate his services by giving one month's prior notice.
4. Confirmed employee should submit his/her resignation by giving three months prior notice to get released from employment or paying three month's salary to get early release from employment. Simultaneously the same procedure is also applicable to the society.
5. A temporary employee's service may be terminated at any time by either party without any notice.

6. On termination of any employee's services by the society, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the college at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the head of his department that he/she has surrendered all properties of the college that may be in his possession including his identity card, official email password, manuals/ books/journals/all assets/possessions of institute. The final clearance shall be given to the office to release the due payment.

2.15 PROVIDENT FUND:

All eligible employees shall subscribe to the provident fund scheme at a rate stipulated by the employee's provident fund and the miscellaneous provision act, 1952.

2.16 GRATUITY:

Gratuity shall be paid to the employees according to the payment of gratuity act, 1972 in force or any amendment thereof.

2.17 INCOME-TAX:

The institute will deduct income tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the institute in prescribed form of income tax act, in the month of May of each year.

2.18 EMPLOYEE RECORDS:

The office of CLPT maintains a personnel file of each employee that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify office in writing of any changes in name, home address, marital status, telephone number, E-mail and person to notify in case of emergency. It is also important to notify human resources of scholastic achievements that may enhance your opportunities for advancement.

2.19 DISCLOSURE OF INFORMATION:

As a service to employees, office will furnish employee's date of employment at the college and his or her title or position upon written request of third parties. In instances where payroll information or any other information is required [e.g. salary information for the purpose of obtaining a loan], the requesting party will be advised that this information will only be made available with the written consent of the employee and Principal of the college.

2.20 LEAVING HEADQUARTERS:

No employee shall ordinarily while on leave or under suspension, leave the headquarters without prior permission of his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, he should communicate to the Principal about the outstation address with phone number at which he/she may be contacted if necessary.

2.21 CONFIDENTIAL RECORD OF THE EMPLOYEE

- (i) A service record including leave account etc., shall be kept in the form prescribed for every person in a regular appointment under the society.
- (ii) A confidential report in the form prescribed shall be kept by the college/college authorities in respect of every employee, who will have the right to represent to the society whose decision shall be final. The performance of every employee shall be determined on the basis of the entries made in personnel file for the purpose of merit, increment, promotion, efficiency bar, confirmation etc.,

CHAPTER-3 GENERAL RULES

These rules apply to all employees, whether adhoc, temporary, part-time, contractual or permanent in the service of Chalapathi Institute of Pharmaceutical Sciences, Lam, Guntur, Andhra Pradesh.

3.1 CODE OF CONDUCT

The provision contained in this schedule shall apply, without exception, to all employees of the institute whether, adhoc, probationary, temporary, part-time or permanent. Every employee of the institute, whether, adhoc, probationary, temporary, part-time or permanent shall be governed by the code of conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension or termination, for the breach of any provision(s) of the code of conduct. The governing body/ Chalapathi educational society shall initiate disciplinary proceeding for non-compliance of the code of conduct/service rules/leave rules or any other rules of the institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

Every employee shall be governed by the following code of conduct, which is not exhaustive:

1. Every employee shall always be courteous and towards the society personnel, parents, colleagues, students, visitors, superiors and co-workers.
2. Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employee shall be loyal to the college and abide by the rules and regulations made from time to time.
3. Every employee shall carry out the work assigned to him/her by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all time in the department or workplaces or premises of the college. He or she shall also co-operate with co-employees and not commit a nuisance and abet in discipline among others.
4. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or Principal/college society or members of the staff.
5. An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the college.

6. Employees shall always be neatly dressed, clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the college.
7. Employees who have been provided with identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action.
8. Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the college, movable and immovable.
9. Employees shall promptly report of any injury sustained in course of their duty. The society, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
10. Employees shall promptly report of an accident or hazard noticed by them on the premises of the college and shall promptly do the needful to minimize the damage forthwith.
11. All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than 30 minutes for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allotted to attend the institute if he/she is late by 45 minutes, and he/she will be marked "ABSENT" except with prior permission of the concerned authority and in that event half day casual leave may or may not be granted at the sole discretion of the college authority.
12. No employee shall misuse or carelessly use the material and facilities provided by the college.
13. No employee are permitted to accept gifts in cash or kind from visitors, parents of the students or any other party connected with the activities of the college.
14. No employee shall tamper or cause to be tampered with the records or notices of the college.
15. An employee shall not communicate directly or indirectly an official document or information to any other person.
16. No employee shall disturb the harmony and peaceful atmosphere of the college by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the college.

17. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the college.
18. No employee shall make a collection of money in any manner on the premises of the college.
19. No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
20. No employee shall deface, disfigure or damage or write on the walls of the college.
21. No employee shall consume smoke in the college premises.
22. No employee shall bring alcohol or intoxicant drugs to the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
23. No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the college or persons.
24. No employee shall undertake employment while the service of the college other than his duties connected with the college, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
25. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
26. No employee shall encourage any form of malpractice connected with examination or any other social activities be negligent or late in correcting class work or homework done by students, inflict corporal punishment on a student.
27. No employee, while marked present in the Institute, shall absent himself, except with the permission of the Principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the college.
28. No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the college.
29. Every employee shall at all time conduct himself in accordance with the specific or implied order of the society and the head of the society and the head of the college regarding behavior and conduct which may be enforced and issued from time to time.
30. No employee shall indulge in activity which may embarrass the cause of the college.

31. No employee shall lend money to a person on interest.
32. No employee shall enter into or contract a marriage with a person having a living spouse.
33. No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
34. No female employee shall be sexually harassed at the workplace.
35. No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion.
 - a. which cause adverse criticism of any policy or action of the college; or
 - b. which is capable of embarrassing the relations between the college and the Central Government or any State Government or any other college organization or members of public; or
 - c. which exploits the name of the college or his position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
36. No employee shall commit any act of dereliction of duty.
37. No employee shall be allowed to be in leave which has been refused or such leave has been cancelled and has been called to join duty.
38. An employee shall not furnish false or incorrect information/ credential or withholding relevant or pertinent information at the time of appearance or any other time.
39. An employee shall not commit any act which is detrimental to the interest and prestige of the college.
40. Promotion, grant of annual increments, additional emoluments and all allowances of all categories of employees are based on feedback reports of stake holders.

3.2 ENTRY AND EXIT

Employees shall not enter or leave the premises of the college except by the gate or gates door or doors provided for the purpose. No employee shall bring with him/her to the college other than those permitted by the concerned authority (tools, articles, hazardous goods etc.,).

3.3 SERVICE RECORDS AND IDENTITY CARDS

1. Record of services of the employee shall be maintained by the college office.
2. Every employee shall be provided with an identity card bearing his/her name, photograph and address blood group and contact number. Each identity card shall be signed by the authorized signatory/Principal.
3. Every employee shall carry identity card on his/her person and demand by the security staff or by authorized person shall produce the same.
4. Loss of identity card shall immediately report to the head of the institution and duplicate identity card shall be issued by the office at a fixed fee.

3.4 SAFETY REGULATION AND ACCIDENT PREVENTION

1. No unauthorized person shall operate or interfere in any way with the institute vehicles, equipment, electrical connection or other assets belonging to the Institute.
2. Any employee taking unnecessary risks which might involve personal danger, danger to others, or danger to buildings or any other property will be liable to dismissal.
3. All cases of injury arising out of or in the course of employment shall be reported immediately to the department head/Principal.

3.5 STOPPAGE OF WORK OR CLOSURE

1. The society may at any time in the event of fire, catastrophe, breakdown of machinery or equipment or vehicles or epidemic, civil commotion, failure of power supply or water supply or non availability of equipment or other causes beyond their control stop work in any department or departments wholly or partially for any period. The procedure governing notification, payment of compensation to the laid-off employee will be governed by the related provisions of the Industrial Act 1947.
2. In the event of any such stoppage the employee effected shall be notified by a notice board as soon as practical as to when work will be resumed and whether they are remaining, or such stoppage shall obey orders and instructions issued by the college authority.

CHAPTER – 4 LEAVE RULES**4.1 INTRODUCTION**

Leave Rules shall mean earned leave, casual leave, maternity leave, study leave (sabbatical leave), leave on loss of pay. These leave rules will come into force with effect from January 2019. These rules shall apply only to all the employees of the Chalapathi Institute of Pharmaceutical Sciences, Lam, Guntur, Andhra Pradesh.

4.2 GENERAL

- I. Leave shall be granted in accordance with the "Rules".
- II. For purpose of leave, leave year shall be reckoned from January 01 to December 31.
- III. Leave application shall be submitted in the prescribed form to the Head of the Department who will approve such leave and all HODs should submit their application to the Principal of the college for approval.
- IV. The leave application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- V. A record of all sanctioned leave shall be maintained in the office of CLPT.
- VI. An employee who is placed under suspension/during notice period shall not be granted leave.
- VII. An employee is required to apply in writing for extension of any leave before it expires.
- VIII. Employees shall, before proceeding on any leave and shall keep the authority informed of any changes in the address.
- IX. Employee on probation will be granted casual leave @ of 1 day (one day) for one month's work.
- X. Temporary/casual and part time employees are not entitled to any leave. Absence from duty shall be treated on leave without Pay.
- XI. No person who has been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a medical certificate of fitness. If any doubt arises the competent authority has every right to take second opinion from another doctor and his decision shall be final and binding. If an account of sickness, any employee is unable to resume his duties by the due date he shall inform the competent authority by sending the medical certificate issued by a registered practitioner not later than two days.

- XII. Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- XIII. No leave can commence unless it has been sanctioned. Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.
- XIV. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc.,. This shall however be regularized immediately on joining the duty in writing.
- XV. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.
- XVI. The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the governing body in its sole discretion. The decision of the governing body in this regard shall be final and binding.

Nature of leave	Quantum of Leave / Year	Leave with pay / without pay	Accumulation	Remarks
Casual Leave	12 days	With pay	Nil	3 days at a time
Earned Leave	30 days for non-vocational employee	With pay	Maximum 30 days	Four installments
Earned Leave	05 days	With pay	Nil	5 (five) days may be availed as per convenience of employee
Medical Leave	10 days	With pay	No Accumulation	Both fit and unfit Medical certificate is required to be submitted.
Maternity Leave	90 days	With pay	-	Twice during entire service period. 24 months completed work is required for its entitlement

4.3 COMBINATION OF LEAVE

Any kind of leave under these rules except casual leave may be granted in combination with or in continuation of any other leave.

(i) Holiday: Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.

(ii) Salary: Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA, conveyance etc.,

4.4 EARNED LEAVE

1. At beginning of every leave year, on or before January 1, all non-vocational employees shall submit to the approving authority concerned through their HOD along with their leave choices – not more than four installments-for that year. The approving authority shall decide and inform each employee his/her leave allotment for that year.
2. An application for availing earned leave in case of non-vocational employee shall be submitted at least 15 (fifteen) days in advance except it is considered otherwise under compelling circumstances by the leave authority, leave will be granted in a shorter notice except in a very special case.
3. Non-vocational staff should be granted leave for a minimum period of three days at a time.
4. In case of confirmed employee such leave shall be calculated since his/her joining in duty till 31st December.
5. Earned leave shall be credited in the previous year in the 1st January of each year.
6. If any employee wants to avail his/her earned leave due to illness, it may be granted if he/she does not have any medical leave to his/her credit and such grant of earned leave shall not count as an installment.
7. If an employee is granted study leave, earned leave will be given proportionately to the number of days in the leave year before he starts the study leave and after he returns and rejoins regular duty. Such leave may be granted without pay at the sole discretion of the Principal.
8. Earned leave may be granted for such reasons as may be considered by the competent authority to grant such leave, which may include
 - i. urgent family affairs
 - ii. Illness of a member of the family of the applicant

iii. Illness of the employee concerned

Provided that when earned leave is applied for any of the grounds referred to in clause 1 to 8. If there is no credited medical leave in the account of employee in that circumstance, he/she should apply for earned leave to cover a period of illness together with a medical certificate of a medical practitioner whose minimum degree shall be M.B.B.S. (Allopathic) or DMS (homeopathy). The unfit medical certificate should be submitted within three days from the onset of illness.

9. The appropriate authority may call back any employee who has already proceed on leave on urgent ground or cancel any leave if so warranted and the un-enjoyed leave may be credited to his/her account.
10. In order to avail earned leave the eligible employee has to apply in the prescribed leave application form.

4.5 CASUAL LEAVE

Casual leave may be prefixed or suffixed to weekly holidays

1. Sundays, holiday and weekly holidays falling within the period of casual leave or preceding or following it should not be counted as part of the casual leave (casual leave may be prefixed or suffixed to weekly holidays/any other holidays including Sundays)
2. Casual leave cannot be combined with any other kind of leave or vacation or puja holidays.
3. All casual leaves which any employee/person is entitled during any academic year shall cease at the end of academic year and cannot be accumulated or taken over or brought forward to any other academic year. Casual leave is intended to provide for occasional absence and request for the same must be submitted in advance or on the day of resuming duty in case it is for one day. In such cases the employee must report his absence to the Principal over phone or otherwise.
4. Casual leave may be granted to all employees for a total of 12 days in each calendar year subject to the necessities and exigencies of work.
5. Casual leave cannot be combined with earned leave/sick leave/maternity leave and the same is solely the discretion of the society.
6. Not more than 3 days casual leave may be availed of at a time.
7. Casual leave not availed during a leave year shall lapse.
8. No half leave shall be allowed except for late attendance.

4.6 MEDICAL LEAVE

1. All permanent employees may avail of 10 days medical leave in a leave year with full pay.
2. If the concerned employee is required to avail of medical leave more than 3 days at a glance, he/she must submit medical leave application within 24 hours on the onset of illness supported by a medical certificate issued by a registered medical practitioner whose minimum degree should be M.B.B.S./D.M.S/BDS.
3. The above medical practitioner should attest the signature of the employee on the unfit certificate; and a second fitness certificate from the doctor(s) concerned similarly attested, on recovery of illness, certifying that the employee is medically fit to resume full duty shall have to be submitted. The concerned employee shall not be allowed to resume duty (absent on medical ground) without his illness and fitness medical certificate.
4. The college may, however, get the employee concerned examined at its cost by a medical practitioner specified by the society if it deems necessary, if the employee refuses to appear for examination or is declared fit for duty on examination, his request for medical leave may be rejected and disciplinary action may be initiated against him.
5. No medical certificate is required up to 3 days (three days).
6. Grant of medical leave to employees who are out of station even if their applications are supported by certificate issued by outside registered medical practitioners is only at the discretion of the competent authority.
7. No employee shall leave the station during the period of any sick leave without the prior permission of the competent authority in writing.

4.7 MATERNITY LEAVE

1. Married women will be entitled to three months (90 days) maternity leave with half/full pay basing on the contribution of the employee to the institute for both ante-natal and post-natal periods for pregnancy, provided she has already served the college for a period of two years immediately preceding the date of her leave.
2. Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.

3. Part of maternity leave with pay may be availed of in the ante-natal period. The application should be supported by a medical certificate from a gynecologist. Medical leave may be combined with maternity leave. Maternity leave with pay shall be granted twice during the entire period of service to married women only.
4. Maternity leave may be granted to an employee on full pay in cases of miscarriage including abortion subject to the condition that any registered medical practitioner supports the application but in no occasion the total maternity leave shall exceeds 30 days.
5. Resumption of duties after expiry of the leave granted may be considered on submission of "fitness certificate" issued by the attending registered medical practitioner.

4.8 STUDY LEAVE

1. Study leave may be granted to confirm full time faculty after completion of five years of continuous service and not retiring within next five years, for advanced research work directly related to his/her work by the competent authority on the recommendation of the Principal, if approved by the competent authority, they will also decide the duration of the leave and the other terms. He/She will be required to furnish a bond for Rs.3.50 lakhs on non-judiciary stamp paper Rs.20/- that he/she will serve the institute at least for a period of 5 years after return from the study leave.
2. Study Leave cannot be claimed as a right by any employee either on the basis of length of service or because of similar or inferior status have been granted such leave. It will be granted as the institute feels the need for an employee with a special type of training.
3. Study leave may be granted to those who are considered to be the most likely to profit from the studies/training and to use it in the interest of the institution.
4. Request for study leave should be initiated by the employee through the department head.
5. Study leave will normally be given only for the purpose of a specific study program/training in any university or college, details of which must be given in the application.
6. Study leave may be granted for maximum 2-3 years.
7. Study leave may be granted without pay.

4.9 LEAVE ON LOSS OF PAY

1. Under extra ordinary circumstances leave on loss of pay in a leave year may be granted at the sole discretion of the society and the nature of the exigency shall be clearly recorded.
2. Leave on loss of pay if not sanctioned by the society such period of absence will not be counted as service for any purpose.

4.10 NO WORK NO PAY

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of 'no work no pay' shall apply.

4.11 SANCTIONING AUTHORITY

Sanctioning authority for any kind of leave shall be as follows:

- For teaching and non-teaching staff - Principal on recommendation of HOD's
- For HOD - Principal

CHAPTER-5 JOB RESPONSIBILITIES

5.1 WORKING DAYS

The working days of the institute shall be from Monday to Saturday. The institute shall observe a minimum of 90 teaching days per semester which means at least 180 teaching days during an academic year. However, special classes may be arranged as and when the need arises.

5.2 WORKING HOURS

Normal working hours of the employees will be in terms of the institute rules and regulations, to the extent applicable to the employees.

5.3 FESTIVAL HOLIDAYS

Festival holidays of the institute shall be as per AP list of festival holidays.

5.4 RESPONSIBILITIES OF TEACHERS

Responsibilities of the teachers of the institute will be in terms of the AICTE/PCI/UGC rules and regulations to the extent applicable to the employees and any other responsibilities as assigned by the Principal.

5.5 COMPLAINTS, GRIEVANCES AND PROCEDURE FOR ITS REDRESSAL

- i. A grievance means a controversy between an employee and employees on one hand and the society and employees on the other hand in respect of wages, payment, leave, promotion, working conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.
- ii. Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

RESPONSIBILITIES OF TEACHERS
(This is as per AICTE notification)

Academic	Research and Consultancy	Administration	Extension
Classroom instruction	Research and development activities and research guidance	Academic and administrative of the college	Extension service
Laboratory instruction	Industry sponsored projects	Policy planning, monitoring, evaluation and promotional activities both at department and institutional level	Interaction with industry and society
Curriculum development	Providing consultancy and testing service	Design and development of new programme	Participation in community services
Developing learning resource material and laboratory development	Promotion of industry, college, interaction and R&D	Preparing project proposals for funding in areas of R&D work, laboratory development, modernization, expansion etc.,	Providing R& D support and consultancy services to industry and other user agencies
Students assessment and evaluation including examination work of University	-----	Administration both at departmental and collegeal levels	Providing non-formal modes of education for the benefit of the community

5.6. THE FORMAL PROCEDURE FOR THE SETTLEMENT OF THE GRIEVANCE WOULD BE AS FOLLOWS:

- i. The employee shall first take up his grievance in writing to his HOD and HOD will try to resolve the grievance within three days. If not he will forward such grievances to the Principal forthwith. Then the Principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 7 days.
- ii. In case the employee is not satisfied with the reply given by the Principal and if he /she so desires, he or she may submit his grievance to the President who would try to settle it as early as possible.
- iii. The president in consultation with the governing body would take a decision in the matter and the same will be employed to the employee preferably within a period of ONE month.

5.7. SERVICE OF NOTICE

- i. A matter required to be notified under these rules and any notice by the society to the employee in the college shall be displayed on the notice board. When so displayed, such matter or notices shall be deemed to have been communicated to all the employees.
- ii. A notice or letter of communication intended for an employee may be delivered to him personally in the premises of the college/college and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of communication will also render the employee liable to disciplinary action.
- iii. In the case of an employee who is absent or on leave, any intended notice or letter of communication shall be sent to him by registered post-with acknowledgement-due to the last recorded address of the employee shall be deemed to have been served on him. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or communication is also sent under certificate of posting. It shall be deemed to have been served.
- iv. A matter required to be notified under the rules and a notice or communication by the Principal to the employee will be in English.

5.8. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

- i. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to termination. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college authorities.
- ii. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall remain suspended until further orders from the President of the Governing Body.

CHAPTER- 6 CONDUCT, DISCIPLINE AND REVIEW RULES

PART-I CONDUCT RULES

6.1.1 GENERAL

- i. Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by a person or persons under whose jurisdiction, superintendence and/or control he may for the time being be placed.
- ii. Every employee shall use his utmost endeavor to promote the interest of the institute and shall show courtesy and attention in all transactions.
- iii. Do nothing which is unflattering of an employee of the institute.

6.1.2. INTEGRITY

- i. Every employee will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.
- ii. Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

6.1.3. MISCONDUCT

A. Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the college detailed in the clauses of the service rules. The following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless for work.
4. Obtaining leave or attempting to obtain leave on false pretences.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the college authorities.
6. Borrowing or lending money in the college premises.
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises.

8. Late attendance for three days in a month or absence from duty without intimation to the appropriate authority.
9. Failure to report a disease of an employee which may endanger others.
10. Using college facilities unauthorized for personal gain.
11. Sleeping while on duty.
12. Neglect of duties assigned to the employees.
13. Entering a section or department except for purposes of assigned duties.
14. Late coming or absence of a habitual nature.
15. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
16. Engaging in private work or trade within the college premises or engaging in the same or a different profession outside the college without the written permission of the Principal.
17. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the college or that of any others.
18. An act of conduct within or outside the premises which is likely to endanger the life or the safety or the good name of a person.
19. Failure to observe safety instructions or make use of safety devices provided by the society or failure to take preventive measures.
20. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
21. Insubordination or disobedience whether alone or in union with others; on-compliance of an order of a superior or instigating others to insubordination or disobedience.
22. Furnishing false or incorrect information / credentials or withholding relevant or pertinent information at the time of appointment or any other time.
23. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the college authorities.
24. Unauthorized use of the name, address, telephone or any other description of the college.
25. Theft, fraud or dishonesty in connection with the business or property of the college or of other employees or visitors to the college or attempting to do so.
26. Tampering the records of the college, falsification, defacement or destruction of the records of the college including those pertaining to the employees or attempting to do so.

27. Disclosing to an unauthorized person, without written permission of the college authorities, information affecting the interest of the college with regard to procedures, practices and functioning of the college.
28. Gambling within the premises of the college.
29. Bringing liquor or other intoxicants, including additive/ drugs to the college, consuming intoxicants in college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behavior is connected with employment.
30. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the college or persons.
31. Soliciting, demanding, collecting or canvassing of money from anyone or sale of any kind of tickets / goods within the premises for a purpose or reason without prior permission of the college authority.
32. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, abusing, threatening to assault other employee/s, other riotous or disorderly behavior.
33. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the college or has a bearing in the smooth and efficient working of the college.
34. Intimidating other employees by threats pressures or other means, with a view to prevent them from attending to their duties or to join in a group.
35. Erection, inscription, exhibition of a matter whatever at any corner of the property of the institution including its building, walls, fences, trees, boards, or vehicles, disfiguring of an inscription, notice or publication out up by the college.
36. Unauthorized removal from or affixing of notice on the notice –board or any other place in the college or its premises.
37. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the college authority.
38. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing hand bills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the college authority.
39. Preaching of or inciting disaffection or violence in relation to matters and people concerning the college.

40. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within the radius of 50 meters from the boundary of the college premises.
41. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
42. Delay in the performance of work or go slow in work instigating thereof.
43. Surrounding or forcibly detaining the superiors or other employees of the college or resorting to hunger strike or similar action in or outside the premises.
44. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the college.
45. Willful damage to work-in-progress or to the property of the college.
46. Indulging in an act of sabotage, affecting thereby the smooth functioning of the college.
47. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the college offence punishable under the Indian penal code whether committed inside or outside the college or conviction by a court of law for a criminal offence involving moral turpitude.
48. A conduct prejudicial to the interest or reputation of the college or an act of conduct involving moral turpitude inside or outside of the premises.
49. Habitual breach of a standing order, service rules or any other regulations in force in the college.
50. Commission of any act subversive of discipline or good behavior.
51. Taking private tuitions without the permission of the head of the college or running coaching classes.
52. Refusal to go for a health check up to outside doctor.
53. Willfully and deliberately destroy the property of the college.
54. After marking attendance and leaving the college without prior permission of the college authority.
55. Misbehaving with students/ parents/guardian.
56. Dereliction of duty.
57. Willfully and deliberately not taking classes as per the schedule of routine.
58. Poor performance for teaching students in the classes.
59. Instigating the students against the college authority.
60. Not wearing identity card during working hours.
61. Refuse to comply any reasonable instructions of the college authority / superiors.
62. Illegal confinement of society staff.

63. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the institute.
64. Approaching higher authorities for personal promotion or favor or gains whether directly or through other people.
65. Refusal to act in a higher position, if offered by the society.
66. Misappropriation and defalcation of institute fund.
67. Violation of order regarding attendance and discipline joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the Institute or public order or mortality.
68. Pasting any poster against the society inside the college premises or without prior written permission from the society.
69. Promotions, grant of annual increments, additional increments and all allowances are based on feedback of stake holders, internal and external evaluation of teaching faculty, HOD's etc.

B. Penalties for Minor Misdemeanor

1. Censure
2. Warning
3. With holding an increment or promotion to the next higher grade.
4. With holding of annual increment including stoppage at an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the college due to negligence, by breach of orders on his part, being considered for future employment in any capacity in the college.

C. Penalties for Major Misdemeanor

- a)
1. Suspension without pay and allowance.
 2. Reduction to a lower post or grade or to a lower pay scale.
 3. Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the college.
 4. Dismissal from service, which debar the employee from future employment in any capacity in the college.

b) Explanation

1. The following shall not amount to penalty within the meaning of the rule.
2. Stoppage at the efficiency bar on grounds of unfitness to cross the bar.
3. Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
4. Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave or suspension.
5. Compulsory retirement at an age below the prescribed age for normal retirement.

PART – II DISCIPLINE AND REVIEW RULES

6.II.1. DISCIPLINARY AUTHORITY

Disciplinary authority means the authority competent to impose any of the penalties. Disciplinary authority for various grades of employees shall be as follows:

- [i] For Principal - Chairman of the governing body
- [ii] For all employees of the college - Principal

6.II.2. PENALTIES

The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons.

- a. Censure / warning
- b. Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the institute by negligence or breach of orders.
- c. Withholding of promotion for a specified period.
- d. Demotion to a lower post or to a lower salary slab.
- e. Dismissal or removal from service
- f. Compulsory retirement.
- g. Reduction (demotion) in rank.

6.II.3. SUSPENSION

The president of the "governing body" and Principal may place an employee under suspension pending further action in the following cases wherein:

- [a] Disciplinary proceedings against him/her are contemplated or pending.
- [b] A case against him/her in respect of a criminal offence is under investigational or trial.
- [c] Deemed suspension for being in custody for 48 hours.

6.II.4. SUBSISTENCE ALLOWANCE

- i. An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the pay last drawn by him/her for the first three months.
- ii. If any person is suspended beyond ninety days, the subsistence allowance shall be equal to three fourth of his aforesaid salary, provided that where such an enquiry is prolonged beyond period of ninety days for reasons directly attributed to the employees, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one fourth of his salary.

- iii. When a suspended employee is exonerated after disciplinary proceedings or where a criminal prosecution against a suspended employee ends in an honorable acquittal, the salary and allowance of such an employee minus the subsistence allowance received by him/her from the date of which he / she was suspended shall be paid to him / her.
- iv. No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation.

6.II.5. PROCEDURE FOR DISCIPLINARY ACTION

- i. No order of punishment shall be issued without the employee's having been given an opportunity for explanation.
- ii. The employee concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within a specified period in the charge sheet.
- iii. If the employee concerned chooses not to reply or furnishes an explanation which according to the disciplinary authority is unsatisfactory, the disciplinary authority may order for an enquiry and appoint an enquiry officer and a presenting officer.
- iv. The employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the employee charged with misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed in his absence.
- v. The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the college. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.
- vi. The employee shall be permitted to produce his/her oral/documents evidence and shall be permitted to cross-examine a witness deposing in support of the charges and to produce witnesses, if any, in his defense. The statements of the witnesses examined at the enquiry session on either side shall be recorded by the enquiry officer. The disciplinary authority may appoint any of the staff members or a legal practitioner as representative of the society to represent in the enquiry as presenting officer.
- vii. On the conclusion of the enquiry, the enquiry officer shall record his findings and whether all or any of the charges leveled against the employee are established together with reasons and will submit the enquiry report to the disciplinary authority.

- viii. The employee concerned shall be furnished with a copy of a report of the inquiry officer by the disciplinary authority in writing inviting the delinquent employees submission thereto on receipt of such submission the disciplinary authority shall consider the findings of the enquiry officer and the submission thereto, thereafter, depending on the facts and give the charged employee a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks such representation as he may wish to make against the proposed action.
- ix. On receipt of the representation if any, made by the employee, the disciplinary authority shall determine the penalty, if any, to be imposed on the employee and same shall be communicated to him in writing.
- x. If on the conclusion of the inquiry of the criminal proceedings and in the case may be, the employee has not been found guilty of the charges framed against him, shall be deemed to have been on duty during the period of the suspension also and shall be entitled to the same salary as he would have received if he had not been placed under the suspension.
- xi. Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases:
 - Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a court of law
 - Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause or to hold enquiry.

CHAPTER - 7 TERMINATION

7.1 DISCHARGE ON MEDICAL GROUNDS

- a) The Principal may ask an employee at any time to appear before a doctor so approved by the college for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.
- b) Failure to submit himself/herself for medical examination as required by the competent authority will render the employee liable to be deemed as medically unfit and consequently discharged from service.

7.2 TERMINATION WITHOUT INQUIRY

- a) The competent authority may terminate the services of an employee on reasonable grounds in the interest of the college by giving three-month notice or one-month salary in lieu of such a notice.
- b) Notwithstanding anything contained in this rule, no notice shall be necessary in the termination of service of a probationer.

CHAPTER - 8

APPOINTMENT, POWERS AND DUTIES OF HEAD OF THE DEPARTMENT

1. APPOINTMENT:

- a) Each department shall be headed by a teacher of the institute, who will be designated as Head of the Department (HOD).
- (b) Principal is the competent authority for appointing the HOD.
- (c) The term of appointment of a HOD shall be three (3) years or until further orders on rotation basis. However, in special circumstances, a teacher may be appointed as HOD for a second consecutive term.
- (d) The HOD shall be in the rank of a Professor/Associate Professor/Assistant Professor, and is appointed by rotation, duly following the cadre seniority, from amongst the teachers of the same department.

2. POWERS:

The HOD shall have the following powers:

- (a) To send proposals to the Principal for part-time teaching arrangements in the department whenever needed as per the work-load requirement.
- (b) To grant casual leave to the teachers/non-teachers in the department and to recommend other leaves to the concerned authorities.
- (c) To recommend to the college/concerned funding agencies the names of candidates for award of research fellowships/scholarships or any other special awards.
- (d) To exercise such other powers as may be assigned to him/her by the management from time to time for administering the department in an efficient manner.

3. DUTIES:

The main duty of the HOD is to uphold excellence in the department by way of organizing quality teaching, research and related academic activities. In this endeavor, the HOD shall perform the following duties so as to:

- (a) Create an atmosphere that is congenial for effective teaching – learning and research in the department.
- (c) Supervise the work of teaching and non-teaching staff of the department and ensure that they discharge their duties properly and efficiently.
- (c) Maintain order and discipline in the premises of the department.
- (d) Convene and preside over the meetings of the departmental committee and initiate action on the resolutions of the committee.
- (e) Frame the time table and allocate the teaching work to the teachers, in consultation with the departmental committee.

- (f) Assign duties to the teaching and non-teaching employees in the department for the smooth conduct of the examinations and discharge examination related duties assigned to him/her by the Principal from time to time.
- (g) Maintain and display the attendance records, monitor the progress of the students and certify attendance for reimbursement / scholarship / examination purposes and to certify the student identity cards for availing concessions.
- (h) Maintain properly the furniture, books, stores and other property of all kinds in the department.
- (i) Maintain stock register of all the equipment/apparatus, library books, periodicals and to arrange for annual physical verification of the stock.
- (j) Place orders for stores, books and equipment to the laboratory within the budget allotments made to the department duly following the prescribed procedures.
- (k) Maintain the accounts of expenditure for all the amounts drawn under different Heads.
- (l) Allot the available space in the department judiciously for teaching, research and staff, in consultation with the departmental committee.
- (m) Forward proposals relating to teaching and research/research projects submitted by the faculty of the department to the college with due recommendation.
- (n) Conduct, co-operate with other teachers of the department in conducting, seminars, symposia, conferences, workshops etc.,
- (o) Certify the attendance and progress of research work of the research scholars in the department to forward their claim bill for fellowship and other expenditure incurred for research.
- (p) Implement the directions of the Principal pertaining to prevention of ragging, women harassment and such other anti-social activities.
- (q) Nominate individual teachers of the department as mentors to the students assigned to them so as to assist the students in their all-round development.
- (r) Discharge such other duties assigned by the Principal of the institute from time to time.

CHAPTER - 9
APPOINTMENT, POWERS AND DUTIES OF COLLEGE LIBRARIAN

1. APPOINTMENT:

The college librarian shall be a whole-time salaried official of the college and is appointed by the Society/Principal.

2. POWER AND DUTIES OF COLLEGE LIBRARIAN:

- (a) Subject to the general control and supervision of the Principal, the college librarian shall exercise the following powers and discharge the following duties, namely:
- i. Maintain the office routine and assigning work to library staff and efficiently organize the college library.
 - ii. Supervise the maintenance of library of the college and organize the services in a manner that is most beneficial to the teaching, research and extension activities in the colleges in consultation with the Principal.
 - iii. Purchase catalogue cards, labels and other library requisites following the procedures prescribed for the purpose.
 - iv. Acquire books and journals as recommended by the college library committee/Principal/departmental committees/boards of studies by following the prescribed procedures.
 - v. Responsible for the proper care and up keep of all books, manuscripts, current and back-numbers of periodicals etc., in the library of the college and monitor the termite control/prevention and fire protection services.
 - vi. Arrange for annual stock verification by the committee constituted by the Principal during summer vacation.
 - vii. Submit proposals for insuring the properties and stocks of all libraries.

- viii. Submit to the Principal an annual report and statistics showing the progress of the library in the college during the academic year;
 - ix. Prepare and submit the annual budget for the libraries in the college to the Principal.
 - x. Responsible for computerizing and modernizing the library services;
 - xi. Responsible for preserving and maintenance of e-library and INFLIBNET.
 - xii. Seek guidance of the Principal in all matters relating to the general policy, development and working of the libraries;
 - xiii. Define the duties of staff working in the library, exercise administrative control over them, assess their work and performance.
 - xiv. Discharge such other duties as may be assigned to him by the Principal, in matters relating to the library activity in the college.
 - xv. Responsible for submission of proposals for constitution of college library committee and for convening its meetings at least twice in a year, prepare agenda, prepare minutes of the meeting and take follow up action.
- (b) When the college librarian post falls vacant, or unable to perform the duties as librarian, the duties of the college librarian shall be performed by a person appointed by the Principal for the purpose until permanent arrangements are made.

CHAPTER - 10
APPOINTMENT AND DUTIES OF CONTROLLER OF EXAMINATION

01.
 - a) The Principal shall appoint an official for a period of 3 years or until further orders entrusting the task of examinations, who shall be designated as controller of examinations.
 - b) He/she shall perform such of the duties, connected with the three stages of examinations (pre-conduct, conduct and post-conduct stages), as detailed in the regulations, allotted to him by the Principal from time to time.
 - c) If in the opinion of the Principal the examination branch needs further strengthening, the services of some teachers of the college may be utilized as coordinators or with any other designation to share the examination work in which case the duties of the coordinators/other designated teachers shall be clearly laid down in the regulations on examinations.
2. The Principal may make provision for the conveyance to which the examination work is entrusted.
3. The controller of examinations shall scrupulously follow the procedures laid down in the regulations on examinations in matters like, moderation of results, appointment of committee to enquire into the cases of malpractices etc.,
4. The controller of examinations shall place all cases of malpractice before the committee appointed by the Principal for the purpose.
5. The other matters relating to examinations shall be as specified in the regulations on examinations.
 - a) Finalization of sessional/ annual/ semester end examinations schedule.
 - b) Review on progress of syllabi with academic in-charges.
 - c) Preparation of examination duties for sessional / annual/ semester end examinations.
 - d) Collection of question papers, typing and photocopying.
 - e) Checking the % attendance for eligibility to write the sessional / annual/ semester end examinations.
 - f) Maintenance of records for question papers/ attendance/ marks.
 - g) Maintenance of sessional / annual/ semester end examination marks mother register.

- h) To hold a pre-exam meeting to brief the members of the faculty with regard to the examination procedures and the role and responsibilities of the supervisors.
- i) To carryout examinations, publish results and award certificates to the students who pass the final examinations.
- j) To keep the record of each and every issue related to the examinations.
- k) To ensure that final year mark sheets are issued only to such students who produce a no dues certificate from the concerned authorities.
- l) To coordinate with internal and external examiners for the conduct of examinations.
- m) To monitor university practical/oral and other examination and set a faculty member as internal squad with the written approval of the Principal.
- n) To conduct members of the panel and shall prepare the list of the examiners depending upon their availability with the written approval of the Principal.
- o) To appoint internal and external examiners/ moderators for paper assessment in coordination with Principal and HODs.
- p) Examination in charge is responsible for the due custody of records pertaining to his/her work.
- q) Examination in charge is responsible for the due custody of records pertaining to his/her work.

CHAPTER - 11

COMPOSITION OF BOARD OF STUDIES AND ITS FUNCTIONS

I. Composition:

01. Head of the department concerned (chairman).
02. The entire faculty of each specialization.
03. Two experts in the subject from outside the college to be nominate by the academic council.
04. One expert to be nominated by the society from a panel of six recommended by the college Principal.
05. One postgraduate meritorious alumnus to be nominated by the Principal.
06. The chairman, board of studies, may with the approval of the Principal of the college, co- opt:
 - a) Experts from outside the college wherever special courses of the studies are to be formulated.
 - b) Other members of staff of the same faculty.

II. Term:

The term of the nominated members shall be two years.

III. Meetings:

The Principal of the college shall draw the schedule for meetings of the board of studies for different departments. The meetings may be scheduled as and when necessary, but at least once a year.

IV. Functions:

The board of studies of a department in the college shall:

- a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the academic council;
- b) Suggest methodologies for innovative teaching and evaluation techniques;
- c) Suggest panel of names to the academic council for appointment of examiners and coordinate research, teaching, extension and other academic activities in the department or college.

V. Existing boards of studies

The following are the boards of studies functioning at present in the college;

S. No	Name of the board of studies	Duration of study (years)
1	B. PHARMACY	4
2	M. PHARMACY	2
3	PHARM. D	6
4	PHARM D (PB)	3

CHAPTER – 12 COMPOSITION OF THE ACADEMIC COUNCIL AND ITS FUNCTIONS

I. **Composition:**

1. The Principal (Chairman).
2. All the heads of the departments in the college.
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts from outside the college representing such areas as industry, commerce, law, education, medicine, engineering etc., to be nominated by the governing body.
5. Three nominees of the university.
6. A faculty member nominated by the Principal (member secretary).

II. **Terms of members:**

The term of the nominated members shall be two years.

III. **Meetings:**

The Principal shall convene a meeting of the academic council at least once a year.

IV. **Functions:**

Without prejudice to the generality of functions mentioned, the academic council will have powers to:

- a) Scrutinize and approve the proposals with or without modification of the boards of students with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the academic council differs on any proposal, it will have the right to return the matter for reconsideration to the board of studies concerned or reject it, after giving reason to do so.
- b) Making regulations regarding the admission of students to different programmes of study in the college
- c) Making regulations for sports, extra-curricular activities and proper maintenance and functions of the play grounds and hostels.
- d) Recommended to the government body proposals for institutions of new programmes of study.
- e) Recommended to the government body institutions of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- f) Advice the governing body on suggestions pertaining to academic affairs made by it.
- g) Perform such other functions as may be assigned by the governing body.