**GIET SCHOOL OF PHARMACY**

**Administrative policies, Service rules, leaves, code of conduct and responsibilities**

**1. APPOINTMENT OF EMPLOYEES**

**1.1 CLASSIFICATION OF EMPLOYEES**

The employees are classified as follows:

i) Faculty or Teaching Staff

ii) Non-Teaching staff including Administrative, Supporting, Technical Staff and Non-Technical Employees.

*Further classifications:*

1. **Regular Employees:** A qualified person employed in a regular post and has successfully completed the probation for a period of one year and whose regular service has been confirmed in writing.
2. **Probationary Employees:** A person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended the discretion of the management. Further, before absorption of the concerned, it is essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the Head of the Department or Principal, who recommends his/her service to confirm. His/her probation may be extended or his/her service be terminated, if found not suitable.
3. **Staff on Contract:** All the subordinate and secretarial staff members, laboratory assistants, supporting technical staff etc may be appointed on contract. All in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.
4. **Temporary/Adhoc Appointee:** An employee who is employed for work which is essentially of temporary nature or who is employed in connection with the temporary increase in permanent work or is employed in a vacant post or probationer who is temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.
5. **Apprentice/ Trainee:** A person engaged for training and who will be paid stipend during the training period. However, regularization of his/her service is purely at the discretion of the Institute.
6. **Casual employee:** A person employed for work of a casual or occasional nature.

**1.2 Number Posts and Pay**

The management shall fix the number of posts in the Institution in all categories and also prescribe qualification, mode of recruitment, and the scales of pay etc., to each category of posts, which may be reviewed and revised by Management from time to time, depending upon the exigencies. The pay scales of the faculty are covered under AICTE pay scales. Hence, the employee payments will be fixed in the appropriate grades and scales depending upon the qualifications, experience, exposure, merit etc., as applicable and as amended from time to time, except for the staff recruited temporarily or on adhoc basis or on consolidated pay.

**1.3 Contract Employment**

Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/adhoc or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

**1.4 JOINING FORMALITIES**

At the time of joining, the new recruit would have to furnish the following to the Personnel Department

* Joining Report
* Medical Check-up Form
* Proof of Date of Birth
* Original Certificates supporting Qualification/Experience for verification with copies to be furnished.
* Two passport size photographs.
* Names and addresses of two persons for contacting in case of any emergency.
* Declaration/Nomination as to existing membership of Provident Fund.
* Keeping in view the occasional happenings of some teaching staff on Probation/Temporary period leaving the institution without notice, it has become necessary to insist for an amount equivalent to his/her one-month gross salary to be built by deduction from salary in the first four months. This deposit will be refunded to the staff member at the time of leaving the services properly.

**1.5. COMMENCEMENT OF SERVICES**

Expect as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time intimated to him/her by the Management, provided he/she reports in the forenoon. Otherwise, his/her service shall commence from the following day. In the case of batch of persons appointed as per the commendation of a duly constituted Selection Committee, the seniority of persons will be as per the merit order in the proceedings of the Selection Committee.

**1.6. PROBATION**

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of one year. In case an employee is promoted to a higher post the probation, while working in the higher post, shall be for a period of one year.

The probationary period shall stand automatically extended until confirmation orders or otherwise are issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month notice to the other partly or one month salary in lieu thereof.

**1.7. RESIGNATION AND TERMINATION**

1. If an employee at any time after confirmation intends to resign, he/she shall give three month’s notice in writing or pay three-month salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving three month’s notice or three-month salary in lieu of notice.
2. The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three month’s notice in writing or by paying three months salary in lieu thereof.
3. The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving one month notice or paying salary in lieu of notice.

**2. WORKING HOURS/HOLIDAYS/VACATION**

The working hours of the employees are determined and notified by the Institute from time to time, based on the work/service requirements, fulfilment of Institute obligation to students and such other expediencies.

The Institute observes National/Festival holidays as may be notified from time to time. Employee may be notified to be available for work on said holidays.

The Institute observes vacation, which will be notified from time to time.

**3. ATTENDANCES AND PUNCTUALITY**

Each employee in the institute has an important role in ensuring smooth and efficient handling of classes and maintenance of discipline as required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day and any movement must be with the knowledge of Head of the Department. Employees are expected to be present for duty on all working days, except on the days of authorised leave.

**4. PERSONAL RECORDS**

The employee records are kept within the Administration Department. These are used within the Institute only for bonafide reasons. As a policy matter, Administration Section ensures that the relevant employee-related information is maintained in strict confidence. Employee-related information if given to outsiders only if the Institute is satisfied with the validity of the request, or if it is required by law, or if the employee himself/herself has requested that information to be supplied for reference purpose.

**5. APPRAISALS**

The annual performance appraisal of an employee is being maintained on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquires to different quarters. Obviously, the performance appraisal report will have an important bearing on the:

1. Promotion as well as sanction of increments.
2. Confirmation of service.
3. In respect of Adhoc appointees, for taking them to regular rolls.
4. In respect of employees on contract, to renew their contract for further periods, if required.
5. Self-appraisal to appraise one’s own on their goals/targets gives an opportunity to explain what one has done and factors that helped and/or hindered ones performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to the notice of the employee.

**6. DISCIPLINE**

Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such an action as may be taken against him/her.

In particular, all employees should bear in mind the following: -

1. Every employee shall always work, utilizing the working hours wholly to the best of his/her ability and in the best interest of the Institute for building a strong, unique and dynamic institute.
2. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interest of the Institute and perform his/her duties with utmost integrity, honestly, devotion and diligence.
3. Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.
4. Every employee should, in all respects, faithfully and diligently observe and obey all circulars, rules, orders, directions and instructions issued by the Institute from time to time and also ensure that his/her students also shall observe the same.
5. Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.
6. Every employee shall make it as his/her cherished objective to contribute to collective endeavour to produce well-groomed graduate engineers, outstanding in their knowledge and, all together, a group ready to become technical experts and leaders or change and innovation.

**7. CODE OF CONDUCT**

**General Conduct:** The employees, in the discharge of their duties and in their interactions and dealings with public, Government Officials, students and their parents and fellow employees of the Institute shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image.

**Ethical conduct:** Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral. Their ethical standards shall be fair, transparent and be perceived as such by others.

**Conflict of interest:** Employees shall not engage themselves in any business activity or service relationship, which may conflict with the interest of the Institute. Such a conflict of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself / herself or for his / her relatives by taking some decisions or influencing decisions relating to any transaction. The main areas or actual or potential conflicts of interest would include.

* Financial interest of an employee or his/her relative in any firm or institute which may be competitor, supplier, distributor or partner etc. And
* Acceptance of gifts, donations, hospitality / entertainment beyond the customary level form existing or potential supplier or third parties which have business dealings with the Institute.
* Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the Institute.
* In addition to the above, all the employees should abstain from the conditions of ‘Misconduct’. The following acts shall be treated as misconduct.

**8. MISCONDUCT**

1. Theft, fraud or dishonesty in connection with the business or property of the Institute or of property of another person within the premises of the Institute.
2. Tanking or giving bribes or any illegal gratification.
3. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/her behalf by another person, which the employee cannot satisfactorily account for.
4. Furnishing false information regarding name, age, father’s name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
5. Acting in a manner prejudicial to the interest of the Institute.
6. Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
7. Absence without sanction of leave or over-staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper/satisfactory explanation.
8. Habitual late or irregular attendance.
9. Neglect of work or negligence in the performance of duty including malingering or slowing down of work, including wilful failure to cover the stipulated portion/syllabus within the time schedule.
10. Drunkenness or riotous or disorderly indecent behaviour in the premises of the Institute or outside such premises where behaviour if related to or connected with the employment.
11. Sleeping while on duty.
12. Instigating the students and / or employees to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
13. Commissions of any act subversive of discipline or of good behaviour.
14. Abetment or attempt to abetment of any act, which amounts to misconduct.

**NOTE:** The above instances of misconduct are illustrative in nature and are not exhaustive.

**9. EMPLOYEE PROVIDENT FUND SCHEME**

The regular employees of the Institute are entitled for Employee Provident Fund Scheme under the provisions of the Act, 1952, and related pension scheme of 1995. At this point, it is clarified that the staff / employee appointed on contract basis is not a regular employee since there is no master and servant relationship between them. However, the Institute, on request from the contract staff to consider the EPF coverage of such persons in view of social security benefits in the Act, as a gesture considered and covered them in the EPF Scheme by clarifying that this gesture shall not be used to claim for their permanency in the employment.

**10. RESPONSIBILITIES OF THE EMPLOYEES**

**10.1 RESPONSIBLITIES OF THE PRINCIPAL**

The principal shall be the Head of the Institution. He is responsible to:

* Plan the establishment of various Departments and the various administrative units of the colleges.
* Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
* Identify and recruit suitable persons to man the departments and administrative units.
* Develop laboratories, computer centre, library and all organs required for an educational institution.
* Maintain cordial relationship with the university authorities, Directorate of technical education, AICTE, PCI and such other policy making bodies.
* Maintain healthy relationship with management and conduct meetings of the Governing Council and Management Committee as and when necessary.

1. Prepare the minutes of meetings.
2. Prepare the budget for approval of management.
3. Regularly apprise the management about various activities.

* Plan functions like Convocation, Annul Day, Fresher’s Day, Merit Awards.
* Give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programmes.
* Be responsible to project a powerful image of the college in the eyes of the authorities of Universities, AICTE, PCI, Government, Parents, Industries, R & D Establishments and the general public.
* Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
* Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
* Encourage students to develop communication skills, report writing, debating and group discussions etc.
* Maintain cordial relations with local industries and also develop contracts in general with industry and R & D organizations in the industry.
* Extend all possible help to the students of the department for training/project work/professional employment.
* Make efforts to enhance the computing skills of the students and organize bridge courses to make up deficiencies.

**10.2 RESPONSIBILITIES OF THE VICE-PRINCIPAL**

The Vice Principal responsible to:

* Supervise the Institute activities and to assist the Principal, render advice in the establishment of various administrative units like Academics, Examinations, organize seminars and conferences, provide feedback on quality assessment and so on.
* Assist the principal in implementing service rules, evaluate annual confidential reports, performance appraisal report etc.
* Co-ordinate and conduct the internal and University Examinations as per the regulations.
* Prepare Academic and Examination Schedules.
* Take effective steps in prevention of raging, maintenance of discipline.
* Take necessary actions for the submission of Academic, Examination and other necessary information to the University.

**10.3 Responsibilities of Heads of Departments**

Head of Department is responsible to:

* Regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time.
* Maintain duty statement and eave account for the department staff.
* Maintain relevant topic-wise files and ensure “place for everything and everything in its place”.
* The Head of the Department should remain well informed of the activities and programmes of other professional colleges and institutions. Head of the Department should keep good contacts with the faculty of Universities and other Colleges in the Country and if possible, Universities abroad.
* Preparation of class-wise timetables. Ensure compilation of students; attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
* Coordinate the work in connection with the preparation of course files laboratory manuals and such other documents and updating them from time to time.
* Develop various laboratories and arrange for regular maintenance, update the laboratories by procuring the equipment to perform experiments listed in the syllabus book.
* Maintain laboratory-wise stock register one for capital equipment’s and the other for components & spares.

**10.4 FACULTY (Professors/Associate Professor/Assistant Professor)**

Besides teaching, all faculties are required to make effort for various activities and contribute to the fair image of the College. They have to necessarily cooperate in student counselling, give support to the administration and involve themselves in R & D / Consultancy and extension services.

* The Teaching Faculty is expected to deal with the students in a kind manner as far as possible within the frame work of rules and without any deviation of the institutional discipline.
* The Teaching Faculty members are expected to be punctual at all their academic works.
* The Teaching Faculty should make in advance necessary substitutions and arrangements for their classes during their absence.
* The Faculty Members are expected to maintain attendance records up to date and should submit the records as per the stipulated schedules.
* Any actions on the part of any employee, whether teachers of Supporting staff members or members of the ministerial staff of Class IV employees, which result in obstruction, embarrassing situation or tarnishing the image of the Institute in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
* Instigating students to resort to any kind of agitation or to revolt against the administration / management of the college shall be viewed as subversive activity and the employees indulging in such activities shall attract disciplinary proceedings against them.
* Demonstration of “Loyalty to the College” by putting in sincere, diligent, ungrudging work, assisting the administration / management to tide over any difficult situation that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College, attracts commendation from the college authorities.
* Employees of the College, if invited, shall attend all the College Functions, Seminars and Meetings.
* Faculty Members should be not be engaged in coaching privately any student for any remuneration.
* It shall be the duty of every one of the employees to honour the confidence reposed in him/her by the College and not to divulge any information obtained by him/her in the course of official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his/her hands in the discharge of his/her duties, to unauthorized persons.

***Faculty Motivation***

Excellent Teachers shall be recognized and honoured based on objective norms and demonstrated skills. The faculty members who are keen, exhibit initiative and drive in establishing and improving research and development in the institution will be specially strengthening of infrastructure in the Institute will receive special recommendations.

**11 WORKING HOURS FOR FACULTY**

AICTE norm stipulates that every teacher of a college has to contribute 40 clock hours of work per week. A tentative distribution of the working time in a week is given below. It may be considered as a guideline, but not a rigid frame work. The heads of Departments, Deans, Directors and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring various activities at every level in their concerned department/unit.

**12. LEAVE RULES**

Different kinds of leaves are available to an employee with pay. *‘pay’* means for purposes of these rules, will be the amount drawn monthly by an employee, which has been sanctioned for the post held by the employee. It includes Basic Salary, DA, HRA, Special Pay, Personal Pay or such other emoluments classified under the rules as pay.

**12.1 Kinds of Leave**

The following kinds of leave may be granted to an employee.

* Casual Leave (CL)
* Medical Leave (ML)
* Half Pay Maternity Leave (HPML)
* Extraordinary Leave (EOL)
* Holiday Compensatory Leave (HCL)
* Special Casual Leave (SCL)

The authorities competent to sanction different kinds of leaves are separate and specified accordingly.