



GENERAL RULES FOR STAFF MEMBERS

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students to respect parents, teachers and elders.
- to express the love of brotherhood to fellow students.
- to accept and extend due respect to every religion and social grouping.
- to love the nation and commit their endeavors to her progress.
- shall have a sense of belonging to the institution.
- shall assume total dedication to the teaching profession.
- shall always have an urge to excel in professional expertise.

A Teacher

- shall wear a respectable attire, befitting the society's expectations.
- shall keep up immaculate personal hygiene at all times.
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it berelating to any personal help.
- shall always motivate the students by giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.



- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, student or any other member of society:

A Teacher

- shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

Dress

- All employees shall be dressed appropriately at all occasions. Uniform where applicable should be worn with pride.
- All employees will wear Identity Cards at College Campus.

Punctuality

- All employees shall be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
- All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- Teachers shall be at the allotted classroom at the schedule time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action fit is within his/her power or reporting the matter to the Director.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention. It is mandatory to attend functions on August 15 (Independence Day) and January 26 (Republic Day).
- Faculties and Staff members shall not receive gifts of any kind from the students or their parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of
 - Preparation for the particular day's classes, with latest information added to



- earlier course content.
- Keeping all teaching and material required for conducting the class in an orderly manner.
 - Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - Following up assignments and tests given to students, evaluating on time and giving feedback to the students.
 - Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers shall observe good personal conduct in terms of
 - Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - Not entering into quarrels, fights or any act of disrespectful nature.
 - Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - Not to affiliate with any political organization, which might cause conflict of interest with the duties of a teacher and the reputation of the institution.

Discipline

- Any staff member who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Director/Chairman.
- If a staff member commits an act of misconduct or misdealing or by violating the code of conduct, anyone can report in writing to the Director.
- The Director shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Director is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.



- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Director shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
 - Warning in writing, with recovery of amount, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
- Where the punishment proposed is in the categories above, the Director herewith constitute a one/two man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- The Director shall report the proceeding periodically to the Chairman.

GUIDELINES ABOUT GENERAL LEAVES

1. Leave Sanction Authority for Director will be Chairman. For rest of teaching and non-teaching staff, Director will be the authority for the same.
2. HOD and Associated HOD will not be entitled for leave in same duration. Presence of at least one of them should be ensured for smooth functioning of all departments.
3. There will be 10 Casual Leaves (CL) in one year (Jan. to Dec.) for regular faculty members.
4. There will be 10 Sick/Medical leaves (ML) in one year (Jan. to Dec.) for regular faculty members who have completed one year of service in college.
5. Total number of CL available will be counted on quarterly basis. No advance CL will be given, if no balance CL remains Available leave will be treated as LWP.
6. During probation period, leave will be given on pro data basis i.e. maximum 1 CL after service of every month.
7. List of holidays in accordance with IKGPTU will be announced well in advance at the start of academic session and will be applicable for the period.
8. The leave admissible under this shall be exclusive of all holidays declared by IKGPTU. In the event of change in date(s) of the holiday(s) announced by IKG-PTU through the media, then the college shall automatically observe the subject holiday(s) accordingly by informing in advance through internal circular.
9. Faculty members going on leave must arrange for the adjustment of their lectures, research guidance of PG/Ph.D. students, committee, departmental activity and other responsibilities. Concerned HOD/Academic I/C will make sure to check and follow such alternate



arrangements during the leave period. Substitute faculty, who has taken responsibility in case of absence of applicant will not be entitled for leave in the said duration.

10. Irrespective of number of leaves taken, total no. of classes (theory and practical) taken by concerned faculty should be strictly as per norms of regulatory bodies. In case of lesser classes, faculty will conduct extra classes beyond the time table to ensure fulfillment of norms.
11. The faculty members availing leave will mention his/her address and contact numbers during the leave period.
12. Informing on phone should be strictly avoided unless and until it is very urgent. All such cases shall be sent to Director for final decision.
13. Before availing CL, application should be duly forwarded by concerned HOD and Academic I/C and approved by the Director at least ONE days before the date of leave required.
14. Higher study/QIP leave will be sanctioned by prior notice form staff member and with approval of Chairman/Director.
15. Those who are in examination duty and wish to take leave shall also get forward their application through Exam Superintendent and duly approved by the Director.
16. Prior sanction of the leave is must and any unapproved absence will lead to deduction of double the leaves from the balance CL of respective faculty. Such leaves will be marked as leave without pay (LWP).
17. Faculty member has to report Director prior to joining the duty on subsequent working day otherwise he will be treated absent. After allotted balance of 10 days for CL, salary of single day will be deducted for each of next 5 approved LWP. After which, salary equal to two days will be deducted up to next 5 LWP.
18. A Show-cause notice will be issued upon availing 10 such LWP and suitable action will be taken by the management on unsatisfactory reply.
19. If any member avails any leave immediately before and after the declared holidays/Vacation, the leaves of the holidays/vacation, the leaves of the holidays/vacations will be counted as his/her CL.
20. The timing for half day leave will be 9.15 am to 1.30 pm for early half and 1.30 pm to 4:45 pm for later half. Half day leave should also be duly approved as per procedure laid down for CL.
21. In calculating leave, fraction of leave of less than or equal to half a day shall be treated as half day's leave.
22. In any emergency, all teaching /non-teaching staff members should avail a late leave (Yellow card) of Half-an-Hour twice in a month.
23. In special cases, all teaching /non-teaching staff members should submit a 'Gate Pass' duly signed by Director to security officer if leaving campus early or for a short time. Report



shall be sent to Director by security officer of person failing to do it. Such activities will not be considered on a regular basis.

24. Staff member are expected to come and leave the campus as per decided schedule and timings. Early leaving and late coming for 3 days will lead to deduction of one CL from the balance.
25. Medical Leave which is not consumed by staff members in one academic year will be added at the end on next academic year ML.
26. Staff members are expected not to take more leaves during ongoing session smooth functioning. It will be appreciated if non-academic period is utilized for availing leave.
27. Compensatory leave will be given time to time to the staff members if they will be called for activities like admission campaigning and any other work of institute's interest. HOD's/event organizing team/respective co-ordinator will forward names of faculty members involved to Director within 7 days of completion. Final decision will be taken by Director/Management in such cases. On duty assignments for first day on holiday/vacation will not be accounted for compensatory leave.
28. No compensatory leave will be given for the purpose of Inspection by regulatory bodies. All faculty members must ensure their presence during the same as per requirement.
29. Project Research Fellows will be admissible to no. of leaves as per rules of funding agency on quarterly basis.
30. Maternity Leave: The 1.5 month paid maternity leave will be sanctioned upto 3 months to 6 months for regular women employee. If a woman adopts a child under the age of 3 months, then she is eligible for a 1.5 month paid leave upto 3 months.
31. The unavailed leave shall not be taken into consideration in computing the period of any notice required to be given before discharge or dismissed.
32. A Show-cause will be issued upon absence of 7 days or more without prior information and approval and if not replied by the staff member within next 7 days, services will be terminated, without prejudice to any reasons what so ever. Such period will not included in his served duration also.
33. The Director/Management reserves the right to call back any member from leave if so required balance CL, not availed due to this will be adjusted accordingly.
34. In case of any medical emergency/special circumstances, Management Committee will take the final decision on application by staff member.
35. The Management reserves the right to relax any of the rules stated above in interest of the college on a case to case basis. Such considerations should not referenced in future by any other staff member or Decision of Director in consultation with Management will be final in case of any dispute.



Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial
COLLEGE OF PHARMACY
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RECRUITMENT POLICIES

Human Resource Planning

- The Director shall assess the staff requirement in the month of April every year or at the time of post vacant for the subsequent academic year.
- Director will obtain the staff requirement lists from all the heads of the department/Time Table Co-coordinator and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- The teacher student ratio shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.
- Director will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts. University experts will be taken as per University norms.

RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidates to be recruited.
- The committee shall augment candidature from any or all of the following sources:
 - Advertisement in the Newspaper
 - Files maintained for storing the unsolicited applications
 - Internet and e-mail.
- The committee deems it fit, may also conduct walk in interviews for augmenting the required candidates.
- The committee shall short list the candidates personal Interviews
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal Data sheets of the candidates and MOM to the Director who in turn decides the appointment and seeks management approval.
- An offer of Appointment shall be released by the Director.
- Qualifications will be followed as per AICTE and COP-BELA norms.

Assistant Professor: 1st Div. in M.Pharm and B.Pharm. from AICTE & PCI recognized institute.

Associate Professor: Ph.D. with 1st Div. in M.Pharm. and B.Pharm. with five years teaching/industry/research experience



Professor: Ph.D. with 1st Div. in M.Pharm. and B.Pharm. with ten years teaching/industry/research experience or M.Pharm from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

Documents to be submitted at the time of joining:

1. Recent passport size photograph (3).
2. Detailed Bio data
3. Previous Experience Letter
4. Mark sheets/Certificates
5. First page of previous publications/patents
6. PAN Card.
7. Driving License
8. Voter ID/ Passport
9. Pharmacist Registration Certificate.

PROMOTIONAL POLICIES

Increments will be based on Self-appraisal as per decided format and norms of college given in SAF.

- All promotions shall be considered on the basis of merit-cum-seniority basis as Career Advancement System (CAS) from among the staff subject to the following conditions.
- There shall be a vacancy existing at the next higher cadre as per the AICTE/PCI prescribed staff pattern and cadre ratio.
- The staff member should have obtained the qualification prescribed by AICTE/PCI for the post to be considered.
- The staff member should have completed the years of service as prescribed here under to be considered for the vacant post.

**Faculty Promotion Criteria As Per Career Advancement Scheme**

Category	Experience	Pay Scale	Remarks
Assistant Prof.	0-3	15600/-	Fix for three years
	After completion of 3 Years	15600-39100 +AGP6000	
	After completion of 5 Years*	15600-39100 +AGP7000	
	*Ph.D Registration is Compulsory within 5 years in Service for promotion		
	After completion of 10 Years with Ph.D.	15600-39100 +AGP8000	
Promotion as an Associate Professor	After completion of 12 year in service with Ph.d	37400-67000 +AGP9000	Promotion depend on Vacant of Position in the Institute
Promotion as a Professor	After completion of 15 year in service with Ph.d	37400-67000 +AGP10000	

RESIGNATION/TERMINATION POLICIES

- During the period of probation an employee may be terminated or he/she can resign giving one month notice to Director or one month's salary in lieu of such notice. Similarly in case of termination employee shall be served one month notice or one month salary in lieu of notice.
- After declaration of probation, an employee may be terminated or he can resign giving a month's notice on either side or one month's salary in lieu of such notice.
- 14 Days absence without leave attracts termination of an employee without giving any notice.
- Staff member being unfit for service, the employee may be terminated by serving a notice in advance as per rules mentioned above.
- Resignation during the instruction period will not be accepted. One month's notice is



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required to be given to be relieved in last month of instruction period.

- Balance Leaves will not be accounted in notice period.

RETIREMENT POLICIES

- All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 60 years for teaching and 60 years for non-teaching.
- The College will communicate in writing before date of retirement, as a measure of assistance to the retiring employee.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.