

St. Pauls College of Pharmacy



Turkayamjal(V), Abdullapurmet(M),RR Dist-.Telangana State-501510

CODE OF CONDUCT

Approved in Governing Body meeting held on 5th January 2017



CODE OF CONDUCT

St. PAULS COLLEGE OF PHARMACY CONDUCT RULES

About Organization:

St. Pauls College of Pharmacy was established in 2007 and was approved by All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), New Delhi and affiliated to Osmania University, Hyderabad. It was established by the St. Pauls Education Society in the year 2007, which is a non-profit Society. The college is situated in a serene and beautiful campus which is conducive for imparting quality education and helpful for the growth of knowledge and career building.

The governing body is the supreme authority. The Governing Body is responsible for the development and/or approval of the Institute's programs and for the policies under which the Institute operates. The Governing body of the Society considered that it is necessary to formulate the terms and conditions of service for regulating various categories/levels of employees employed in this Institution. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principle objective is to attract people with a missionary zeal and to retain well-qualified and talented staff in all disciplines, with the ultimate goal of imparting high standard and quality education in the field of Pharmacy.

The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress to put up their best talents in the discharge of their responsibilities. The Institute wishes to encourage its employees to improve their professional qualification on par with the changing needs of the Pharmacy education and grow in their abilities to serve the Institution.

The service rules concern regarding regular employees that are employed on the rolls of the Institute and on continuing positions. Some people may be employed on temporary/Adhoc/contractual/part-time basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of the rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily-rated/contract labour /workers.

The Management/Governing body of SPCP, in exercise of powers conferred by the Articles of the Society, had made the following rules and regulations, for the administration of the Institutions run under their control.

CODE OF CONDUCT FOR FACULTY

APPOINTMENTS, PROBATION & TERMINATION OF SERVICE:

i) Classification of Employees: The Organization includes the following type of employees

(a) Regular Employee: Includes the qualified people employed under a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing. **(b) Probationary Employee:** Includes 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 at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in a prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

(c) Staff on Contract: All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc., fall in this category, whose service conditions would be as per mutually agreed terms of contract, which they have agreed to, while entering the Institute and where their contract may or may not be renewed.

(d) Temporary/Adhoc Appointees: Includes employees who are employed for work which is essentially of a temporary nature or those who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute continue for advanced studies.

(e) Apprentices /Trainees: Includes people engaged for training and those who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.

(f) Casuals: i.) Includes people employed for work of a casual or occasional nature.

ii) The Chairman/Secretary shall be the authority for issuing all appointment orders.

iii) All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. Subsequent appointments by promotion shall be made on probation for a period of one year to the post to which the individual is promoted.

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iv) The Executive Body/Governing Body upon the recommendations of the principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

v) The declaration of probation does not confer on the employee any special right of permanence to continue in the post where he/she has satisfactorily completed probation.

vi) The rules governing probation will not apply to the appointments made on Adhoc / Contract / Contingent basis.

vii) **Probation:** Employees who are appointed to the posts in the organization under the control of the Management directly on regular basis shall be required to be on probation for a period of two years and in case of promotion/transfer of employees appointed to higher posts shall be for a period of one year. The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The service of an employee on probation may be terminated either by giving one month's notice or one month' salary lieu thereof.

viii) Resignation and Termination:

(a) If an employee at any time after confirmation intends to resign, he/she shall give one month notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be the competent at their discretion to terminate the services of any employee by giving three months' notice or three months' salary in lieu of notice.

(b) 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 months' notice in writing or by paying three months' salary in lieu thereof.

(c) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for

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misconduct in discharge of his/her official duties, by giving three months' notice or paying salary in lieu of notice.

SELECTION PROCEDURE AND RULES:

SOURCE OF MANPOWER:

For recruitment purpose, the following may be followed viz through

- i) Open advertisement in leading Newspapers.
- ii) Referral
- iii) E – mail / Postal / By hand receipts.

APPOINTMENT:

- i) The qualifications required for filling a post shall be such as may be determined by the Executive Body/Governing Body from time to time while taking into consideration the norms prescribed by the Government of Telangana and University/AICTE.
- ii) The Executive Body/Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.
- iii) All teaching staff from Teaching Assistant and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University per each department. The 7 men Staff Selection Committee is constituted by the Governing Body including the following members
 - (a) Secretary/Director subject to the approval of the Governing Body.
 - (b) Principal
 - (c) Head of the Department
 - (d) Two experts nominated by Registrar, Osmania University
 - (e) Two Subject experts from reputed institutes with a qualification of Doctorate and those members are approved by BOG.
- iv) The Selection Committees would interview the candidates invited for the interview and give recommendations to the Executive Body; where the names of the selected candidates are arranged in order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
- v) All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all temporary and Adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Executive Body/Governing Body from time to time.
- vi) After satisfying all the criteria an appointment letter will be handed over to the selected candidate.

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- Vii) All Selected candidates must sign the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment.
- viii) A copy of the informed rules and regulation shall be issued to each employee at the time of his/ her employment.
- ix) At the time of joining, the employee shall furnish the management with his/her complete address where all communication meant for him/her shall be transferred.
- x) Any change of address shall be immediately communicated to the management.
- xi) Appointments shall be subject to prior submission of proof of academic qualifications, residence and identity.
- xii) Every employee, before appointment, shall produce documentary evidence of his/her date of birth by submitting his/her date of birth certificate / matriculation certificate.
- Xiii) The date of birth of an employee once entering into 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.
- xiv) Any misrepresentation of material or deliberate omission of a fact in the employment application may lead to refusal of, or if employed, termination from employment if employed.
- xv) The Institution 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 handing over and receiving of any information requested by The Institution and shall release from liability, if any person is involved in giving or receiving 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.
- Xvi) An employee may discontinue their services in the college even after his/her confirmation by giving one month notice in lieu of the notice provided confirming that there are no dues outstanding against the employee.
- xvii) No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/principal.
- xviii) It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

OTHER EMPLOYMENT:

- No full-time teacher (including the Director/ principal) of institute shall be permitted to any part – time teaching / or remunerative assignment.
- No full-time employee shall be permitted to engage himself/herself in any other remunerative assignment not authorized by the Institute.
- Any employee (including a teacher) contravening the provisions of this rule shall be liable to such disciplinary action and may be deemed fit and proper.

No member of the faculty is permitted to apply to any outside authority in his/her attempt to add qualification before confirmation in service and specifically permitted in this regard.

PROMOTION:

- i) The faculty upgradation shall be considered strictly as per AICTE, PCI & OU 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 on and off the premises and the categories of the staff and the same will be decided as per requirement by the appointing authority based on a recommendation forwarded by the principal specified date of his/ her new position, that shall be subjected to disciplinary action.
- d) Performance in the interview

RESIGNATION:

- a) A permanent employee, desirous of leaving the institution, shall give one working month notice or one-month pay in lieu of notice to the principal before leaving.

TERMINATION OF SERVICE:

- i) The institute reserves the right to terminate the service of an employee by giving due notice in written format 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.
- ii) The institute shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, 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 / trust. On termination of any employee's services by the management, the emoluments due to him/her shall be paid to after adjusting all amounts due to the institution at the time of termination. Such payments will be made as soon as it is convenient after the effective date of termination but not

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before he/she has obtained clearance from the Head of his department that he has surrendered all properties of the institution that may be in his possession including his identity card, official email password, books/journals/all assets /possessions of institute

The final clearance shall be given to the accounts dept. to release the due payment by head of human resource department.

EMPLOYEE RECORDS:

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

DISCLOSURE OF INFORMATION:

As a service to employees, the records section of the administration department will furnish upon written request of third parties outside the institution an employee's dates of employment at the institution and his or her title or position. In instances where payroll information or any other information is requested (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 Institution.

SERVICE RECORDS AND IDENTITY CARDS (ID):

1. Record of services of the employee shall be maintained by the college authority
2. Every permanent employee shall be provided with an ID bearing his/her name, photograph and address, designation, blood group and contact no. Each identity card shall be signed by the authorized signatory.
3. Every employee shall carry ID on his/her person and demand by the security staff or by any authorized person shall produce the same.
4. Loss of ID can be immediately reported to the head of the department and a duplicate Identity Card shall be issued by the administration department at a fixed fee.

SAFETY REGULATION AND ACCIDENT PREVENTION

1. No unauthorized person shall operate or interfere in any way with the Institute's vehicles, equipment, electrical connection or other assets belonging to the Institution.

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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 and Principal.

CONDUCT RULES

LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

i. Every Employee shall conform to and abide by such rules in force, and shall observe, comply with and obey all orders and directions issued by the Management from time to time.

ii. Every employee shall promote the interests of the institute and its constituents where ever he / she is working by showing attention in all transactions.

iii. Every employee shall obey orders / instructions from his / her superiors, and shall work with integrity where his/her conduct should be sober and in tune with the position he / she is holding. Any insubordination or defying orders of superiors will be considered as an act of serious misconduct.

iv. Employees are prohibited against showing any discrimination towards students & other employees based on Caste/Religion/Region/Tribe/Gender/etc.,

v. Any act involving theft, wilful fraud, dishonesty will be considered as misconduct and action will be taken as deemed appropriate by the management.

vi. All the employees shall follow the dress code of the institution applicable and carry ID Cards with them while they are in the Institute's premises or on official duty outside.

vii. Use of mobile phones during class room sessions / lectures / meetings / during exam work /and while on Invigilation is strictly prohibited.

viii. Furnishing false information pertaining to age, qualification, experience and getting appointed by giving such false information will result in immediate termination of the concerned employee from service without notice. He/she will not be entitled for his / her accrued benefits. Criminal action may also be taken if required.

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ix .Gambling, consuming alcoholic drinks, chewing tobacco, consuming drugs and smoking within the institution areas and office, sleeping while on duty, neglect of work, taking bribe / commission, willful absence, getting into physical fights, taking part in strike / demonstration, distributing pamphlets against the institution, canvassing for any political party within the Institution area, refusal to work when required by management, instigating quarrels, ragging, getting involved in criminal activity, criticizing the management or institution, collecting, running chit funds or money schemes etc.

x. Misleading and giving false information to students and staff will be considered as misconduct.

xi. Personal matters / problems involving police, criminal proceedings leading to FIR against an employee shall result in immediate suspension (from the day it comes to the notice of management) pending final outcome of the same.

xii. If the criminal proceeding leads to conviction, the service of the employee is immediately terminated and he / she shall not be considered for re- employment with the Institution.

CODE OF CONDUCT FOR FOR STUDENTS

- I. Students are requested to maintain highest standard of behavior and discipline both inside and outside the College.
- II. Students are required to improve and maintain consistency in their performance in the University / College examinations in order to get promotion to subsequent Semester/year.
- III. They shall strictly observe the disciplinary rules framed by the College. Violation of which will be dealt by the principal in the manner will be final concerned class faculty.
- IV. Every student should possess an identity card issued by the College & has to wear it regularly and a should be produced when required.
- V. Dress Code should be followed strictly.
- VI. Usage of mobile phone is completely banned in the college campus.
- VII. No student shall enter the class or leave the class/lab without the permission of the lecturer.
- VIII. The student's attendance, progress & conduct are closely monitored by every class in charge & mentor.
- IX. Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to College property, anti-social activities etc are liable for disciplinary action which includes expulsion from the College.

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- X. Attendance to the College functions like association meetings, College assembly, seminars, personality development program, Industrial visits, Viva Voce etc are obligatory to all students.
- XI. Late comers can enter the class only if permitted by the faculty...
- XII. Without the permission of the principal students shall not organize any activities or associate with any outside group concerned with the College.
- XIII. The principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.
- XIV. Loitering and wasting time on the College campus and canteen causes indiscipline on the College campus and that must be avoided.
- XV. There is nothing that can substitute for self discipline and a serious devotion to duty, a spirit of respect and love for all that is good, noble and beautiful in life.
- XVI. The College expects students to keep their vision high and solicit cooperation of the parents to minimize the necessity of enforcing rules and regulations.
- XVII. Students are expected to treat the College as their own and to cooperate in its efficient and smooth running.



PRINCIPAL
Principal

St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 510