

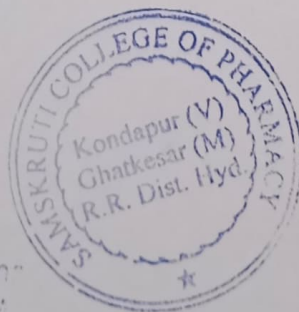
**SAMSKRUTI COLLEGE OF PHARMACY**  
**(KONDAPUR (V), GHATKESAR (M), MEDCHAL DIST.)**



**SERVICE RULES**

Principal

Samskruti College of Pharmacy  
Kondapur (V), Ghatkesar (M)  
Medchal Dist. PIN-501301



## **I. COLLEGE TIMINGS AND WORKPLACE ORGANIZATION :**

- 1.1 The college works from Monday to Saturday. The class timings are 9.20AM to 4:00 PM with a lunch break from **12:35 PM to 01:15 PM**. The teaching staff are required to be present at their respective work places 15 minutes before the scheduled commencement of class work in the mornings and 10 minutes in the afternoons. The non-teaching staff that are attached to departments/ laboratories or such other places pertaining to class work are required to be present 30 minutes before the scheduled commencement of classes in the mornings and 10 minutes in the afternoons. Every day the non-teaching staff are required to keep their work places very clean and all the machines/ equipment/ tools for practicals in clean and good working condition. The usual timings of the college will be notified by the Principal from time to time.
- 1.2 No staff member (teaching and non-teaching) shall leave the work place earlier than the prescribed working hours. If, for any reason, one has to leave the work place, prior written permission on the prescribed format should be obtained from the Head of the Department and hand over the same in the Principal's Office.
- 1.3 The Principal will notify the holidays for important festivals/national holidays as per JNTU Calendar.
- 1.4 Attendance registers are maintained either in Principal's office or with HOD and all teaching and non-teaching staff shall sign the register before their reporting time on all working days. Non signing of attendance shall be treated as absence.

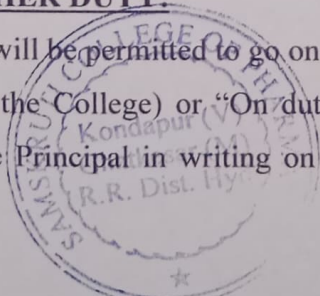
## **II. LATE ATTENDANCE WITHOUT PERMISSION:**

- 2.1 The employees are allowed for two late permissions one hour each.
- 2.2 If he/she is late for more than two times, it is treated as half a day leave.
- 2.3 For late coming for the third time, it is treated as full day leave.
- 2.4 If any staff member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

## **III. ON DUTY AND OTHER DUTY:**

- 3.1 Any staff member will be permitted to go on 'Other duty' (work not directly related to the functioning of the College) or "On duty" (work directly related to the College functioning) by the Principal in writing on the prescribed format. No staff member

*[Signature]*  
Principal



shall claim the same as a matter of routine for any purpose. Attending practicals or other examinations or invigilation or meetings of Boards of Studies/ Academic Senate/University work and such other works notified from time to time will be treated as "on duty" or "other duty".

- 3.2 A teaching staff member can be permitted "on duty" / "other duty" for a maximum period of 20 days in any academic year by the Principal. Any request for leave beyond 20 days shall be made to the chairman/secretary in writing in advance for his approval. No staff member should proceed "on duty" / "other duty" unless permission is granted.

#### **IV. APPOINTMENTS:**

##### **Selection Procedure & Rules:**

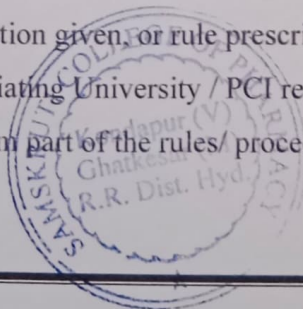
- 4.1 The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by the Government of Telangana / Affiliating University / PCI.
- 4.2 All regular teaching staff posts from Asst. Professor and above shall be filled by open competition. The selection & appointment will be based on the recommendations of the affiliating university Staff Selection Committee duly constituted for the purpose.
- 4.3 All other teaching staff posts (such as Asst. Professor) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the College Staff Selection Committee duly constituted by the Governing Body from time to time. The College Staff Selection Committee interview the candidates invited for interview and make its recommendations, the names of the selected candidates being arranged in the order of merit. The appointment orders are issued in the order of merit, by the Chairman / Secretary.
- 4.4 No act or proceedings of any selection committee shall be questioned on the grounds, by mere absence of any member of the selection committee. The procedure adopted by the selection Committee in selecting the candidates shall not be questioned.
- 4.5 Any other instruction given, or rule prescribed, from time to time, by Government of Telangana / Affiliating University / PCI regarding selection procedure will automatically form part of the rules/ procedure of selection.

*[Signature]*  
Principal.

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## **V. PROBATION & SENIORITY:**

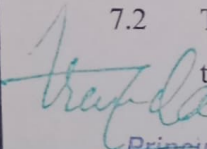
- 5.1 The Principal shall be the authority for issuing all appointment orders.
- 5.2 All initial appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of one year. All appointments of non-teaching staff, by promotion, shall be made on probation for a period of one year.
- 5.3 The rules governing probation will not apply to appointments made on Adhoc /Contract/Contingent basis.
- 5.4 The seniority of an employee in a post shall be determined by the date of commencement of Probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the Selection Committee, which has included them in the panel. However, seniority alone is not the sole criterion for promotion or for conferring any other benefit.

## **VI. PAY & ALLOWANCES:**

- 6.1 Scales of pay and other allowances, as applicable from time to time, shall be adopted to teaching staff & non-teaching staff, subject to approval of the Governing Body.
- 6.2 Unless otherwise stated in the appointment order of an employee on appointment shall be eligible to draw a pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- 6.3 All services in a post on time scale of pay shall count for eligibility for increment.
- 6.4 Leave granted shall be counted as service for the purpose of eligibility for increment.

## **VII. RESIGNATION, TERMINATION & RELIEF:**

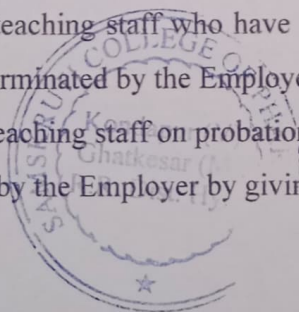
- 7.1 The services of teaching staff who have completed their period of probation or who are liable to be terminated by the Employer by giving three months notice.
- 7.2 The services of teaching staff on probation / temporary / adhoc appointment are liable to be terminated by the Employer by giving one month notice .

  
Principal

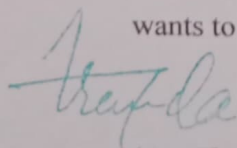
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- 7.3 The services of all non-teaching staff are liable to be terminated by the Employer by giving one month notice.
- 7.4 Teaching staff who have completed their period of probation can resign from service by giving either two months notice or by paying two months salary in lieu of such notice to the Employer.
- 7.5 Teaching staff who are on probation / temporary / adhoc appointment can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- 7.6 All non-teaching staff can resign from service by giving one month notice.
- 7.7 In the case of teaching staff who have completed probation and are seeking employment elsewhere two applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IPS, IFS etc.) will be forwarded. The Management has the discretion to relax the rule in appropriate cases based on the merits of the case.
- 7.8 In case of teaching staff who are on probation, no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (Such as IAS, IPS, IFS etc) will be forwarded.
- 7.9 In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded.
- 7.10 In the case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies and All India Services examinations (such as IAS, IPS, IFS etc.) will be forwarded.
- 7.12 If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- 7.13 In all the above sub clauses of this article, notice period does not include vacation or leave on loss of pay granted to the employee.
- 7.14 No Employee can resign the position in the middle of the Academic Year, if anybody wants to resign they can submit their resignation in the month of April.



Principal





7.15 The management reserves the right to add / delete / modify the service rules at any time without any prior intimation to the staff members and the decision on interpretation of service rules by the management will prevail.

#### VIII. LEAVE RULES

8.1 **Casual Leave :** All Categories of employees will be entitled for 12 days casual leave per annum starting from 1st January. If any employee joins later, he/she will be given casual leave on pro-rata basis. Employees are eligible for **15 days CLs** after completion of **one year**. **It is to be noted that leave cannot be claimed as a matter of right.**

8.2 **Eligibility for other leaves:** Teaching / Non-teaching staff are not eligible for any leave during 1st year of their service except for casual leave as stated above.

8.3 **Leave for the occasion of Marriage:** The Employees will be given one week paid leave for the occasion of marriage provided he/she completes one year of service.

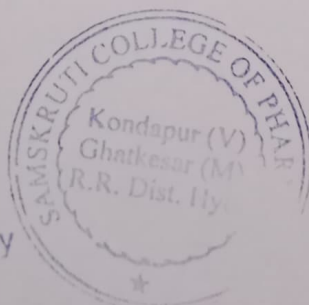
8.4 **Compensatory Casual Leave:** An employee is eligible for CCL in lieu of working on declared holidays and for overtime. Teaching and Non-Teaching Staff shall be entitled to compensatory leave whenever they work on a holiday. But these compensatory holidays have to be utilized during that calendar year only.

8.5. **Sick Leave :** An employee is eligible for 10 half pay leaves for medical treatment or on medical grounds . **Employees are eligible for sick leave if he/she has completed one year of service.**

8.6. **Paid Leaves for employees who are pursuing Ph.D.:** All those employees who are pursuing Ph.D. may be provided 15 days in a year for preparation of Thesis or Meeting the Research Supervisor. The employees must submit progress report as and when they meet the Research Supervisor.

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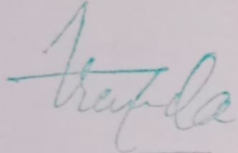
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**Note:**

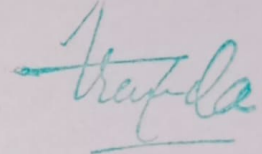
1. In the beginning of the month, i.e, between 1<sup>st</sup> to 10<sup>th</sup> if any person is absent unauthorized for 3 days, the salary will be stopped and it will credited after he/she gets clearance from the higher authorities.
2. The employees must submit Casual Leave form for applying CL. If he/she is absent for any emergency, the communication has to be sent through proper channel. The employees must apply leave immediately on the day of reporting.
3. If any employee joins after 15<sup>th</sup> of any month, he/she is not eligible for CL for that month.

**The management reserves the right to add / delete / modify the leave rules at any time without any prior intimation to the staff members and the decision on interpretation of leave rules by the management will prevail.**



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