

**SERVICE RULES, CODE OF  
CONDUCT, AND DISCIPLINE  
FOR STAFF, STUDENTS, AND  
ADMINISTRATION**



Geethanjali

**Geethanjali College of Pharmacy**

Approved by AICTE, PCI New Delhi, Affiliated to JNTUH & B. Pharmacy Accredited by NBA  
Recognized Under UGC Section 2F & 12B of UGC Act, 1956, by DSIR-SIRO & HI/BI of MSME,  
Certified by ISO 9001:2015

Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist., Telangana State- 501301



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### SERVICE RULES, CODE OF CONDUCT, AND DISCIPLINE FOR STAFF, STUDENTS, AND ADMINISTRATION

These rules are called "GCPK- Employees Service and Conduct Rules".

#### Cadres of Staff

The staff comprises the following categories.

#### A. Teaching Staff:

S.No	Designation
1	Principal
2	HODs
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director

#### B. Supporting Staff (Technical) :

S.No	Designation
1	System Administrators
2	Lab Assistants
3	Lab Technicians
4	Drivers

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**C. Supporting Staff (Non-Technical) :**

S.No	Designation
1	Administrative Officer
2	Senior Assistant
3	Record Assistant
4	PA/Steno
5	Junior Assistant
6	Attenders
7	Aayahs
8	Gardeners

**QUALIFICATIONS AND EXPERIENCE:**

The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the PCI AICTE/ Affiliating University/State Government.

**1. Pay, Allowances, Increments:**

- i. Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by AICTE/PCI/Affiliating University/Government.
- ii. Annual increments shall be sanctioned by the Principal on satisfactory performance of the employee based on the recommendations of Head of the Department or In-charge of section In the case of Principal, Chairman/Secretary is the sanctioning authority.
- iii. The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

**2. Recruitment and Selection**

- i. The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- i. The rules prescribed for selection of employees from time to time by AICTE/PCI/University/Government of TS shall be followed.
- ii. Staff selection committee shall be constituted.
- iii. A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.

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- iv. The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- v. The candidates for Assistant professor and Associate professor are selection committee followed by one-on-one interview by the Principal/ Secretary.
- vi. Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Principal.
- vii. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

### 3. Appointing Authority:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

### 4. Reporting:

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn;

### 5. Probation:

- i. All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- ii. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- iii. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- iv. The services of candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

  
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## 6. Resignation, Relieve, Termination:

### Resignation and Relieve:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

S.No	Category	Notice Period
1	HODs and Professors	One month notice or salary in lieu of notice at the discretion of Principal
2	Teaching Staff	One month notice or salary in lieu of notice at the discretion of Principal
3	Technical Staff	One month notice or salary in lieu of notice at the discretion of Principal
4	Administrative Staff	One month notice or salary in lieu of notice at the discretion of Principal

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the college.

### 7. Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

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*"We know what we are, but know not what we may be" - William Shakespeare*

## 8. Motivational Incentives:

### Employees Provident Fund (EPF)

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The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

### Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, no. of top ranks at university level secured by students in their respective subjects. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest free loans for computers etc. There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/or year.

*"I can teach anybody how to get what they want out of life. The problem is that I can't find anybody who can tell me what they want" - Mark Twain*

### 9. Leave Rules and Policies:

#### GENERAL

- i. Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- ii. An employee shall not take up any service or accept any employment, while on leave.
- iii. Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of the department / Institution, if prior sanction cannot be obtained for justifying reasons.
- iv. Leave accounts of all staff members are maintained in the Office of the Principal.
- v. Sanctioning Authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charges for administrative convenience. Secretary (Chairman) of the college is the competent authority to sanction leave of the Principal.

  
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- vi. All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

#### **10. CASUAL LEAVE (CL)**

- i. All the regular employees of the college are entitled to fifteen days of casual leave in a calendar year.
- ii. The total number of CL's used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- iii. The total number of CLs used shall not exceed 4 at the end of I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
- iv. Unused CLs at the end of a calendar year are **NOT** carried forward to the next year.
- v. Casual leave cannot be combined with any other type of leave.
- vi. Casual leave for half a day may also be granted for fore - noon or after - noon.

#### **HALF-PAY LEAVE (HPSL)**

All employees are entitled to 10 days of half pay leave on medical grounds.

- i. HPL may be commuted on medical grounds subject to the following conditions:
- ii. Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.
- iii. When commuted leave is granted / used twice the amount of such leave shall be debited against the
- iv. HPL accrued (due).
- v. HPL for more than 2 days will be granted against production of medical certificate from a registered medical practitioner.

#### **SPECIAL LEAVES**

- i. All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer / evaluator/ examiner.
- ii. All regular faculty members are eligible for leave up to 06 days in a calendar year for participation and /or presentation of paper in National / International seminars/ Conferences / Symposium / Workshops.
- iii. All the regular staff members of the college, who have put in not less than one year of service in the college and who marry while service in the college are eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and / or suffixed.

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## COMPENSATORY CASUAL LEAVE (CCL)

All the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This leave must be used within 3 months of the date of work / eligibility.

- i. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

## STUDY LEAVE

Study leave with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on case to case basis.

## MATERNITY LEAVE

A regular eligible female employee is entitled to maternity leave up to six weeks with pay and an additional 6 weeks on half - pay. This leave is granted only once during the service at the college. The employee taking this leave has to give an undertaking (on Rs.100/- stamp paper) at the time of applying for the leave that she would work for a minimum period of 02 years after return from leave. Maternity leave not exceeding two weeks may be granted in case of miscarriage or confinement including induced abortion.

Maternity leave applications must be accompanied by medical certificates.

## VACATION LEAVE

All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to six week's vacation leave. This six week period split up as follows:


04 weeks during summer

01 week each during Dusserah and Sankranthi festivals.

Where the period of service in the college is less than one year but 06 months or more, vacation leave may be granted on pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.

For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the Principal at the end of the academic year.

Un used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions

  
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of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL) : 05 (EL).

### EARNED LEAVE (EL)

- i. All the non teaching staff members (non vacation staff) are eligible for accrued Earned leaves of 15 days in a calendar year @ 1.25 leaves per each completed month of service. Gardeners are eligible for 5 days' Earned leave in a calendar year. The leaves will not be credited at the beginning of the year.
- ii. Un used EL's would be carried forward to the next calendar year.
- iii. EL's will not be granted on more than three occasions in a calendar year.
- iv. EL's will not be granted for less than 05 days.
- v. In certain cases unused vacation leaves of vacation staff may be converted to EL's as provided for in, clause VIII above.

*All human situations have their inconveniences. We feel those of the present but neither see nor feel those of the future; and hence we often make troublesome changes without amendment, and frequently for the worse". - Benjamin Franklin*

### **10 Codes of Conduct and Discipline:**

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

#### **DO's:**

- i. Maintain absolute integrity and devotion to duty
- ii. Attend the college regularly and punctually
- iii. Engage classes, both theory and practical; punctually and effectively
- iv. Correct the assignments and lab. records systematically
- v. Be meticulous in submitting the question papers and marks of the internal tests
- vi. Conduct guest/expert lectures with academic/industry professionals
- vii. Valuation of internal and external examinations
- viii. Attend internal and external invigilation and observer duties
- ix. Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours
- x. Downloading e-material from digital library, authorized online journals and legitimate sites  
Preparing soft/hard copy of course files, delivery sheets and web materials
- xi. Monitoring and Counseling of student academic performance and Mentoring
- xii. Be honest, impartial in dealings and courteous with others

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- xiii. Abide by the rules and regulations of the institution
- xiv. Promote decency, decorum, dignity and discipline among staff and students.
- xv. Institute devices and mechanisms to improve academic standards.
- xvi. Acquire and develop professional/interpersonal competence to enhance skills of students
- xvii. Building team work, team efficiency and reinforcement of skills/knowledge in students
- xviii. Administrative compliance
- xix. Authoring/Coauthoring of text books with other college professionals
- xx. Publication of papers in Seminars/Conferences/Conventions/ Journals/Magazines
- xxi. Publication and attending FDPs/Workshops/Conferences/ Symposiums/ Conventions
- xxii. Chairing Sessions and Delivering Keynote Address in any FDP/WS/ Seminar/Conference
- xxiii. Professional, rational and intellectual behavior like an academician.

#### **Don'ts**

- i. Gross negligence of duties and responsibilities
- ii. Propagation of religious, communal, anti-social, terrorist activities in the campus.
- iii. Discriminate by caste, creed, religion, language, domicile, social and cultural background
- iv. Encouraging any form of 'malpractice/unfair practices' in connection with exams
- v. Leaving the campus without proper prior permission of the Head of the Institution.
- vi. Absconding from the institution
- vii. Undertake private assignments whether remunerative or not
- viii. Enter into any monetary transactions with any stakeholder of the institution
- ix. Cause damage to institution or stakeholders property in any form.
- x. Encourage or involve in immoral practices with stakeholders
- xi. Organize, attend, involve in any duty outside the college without proper approval
- xii. Passing comments on religious, regional, personal, racial and cultural sentiments
- xiii. Taking Membership of a political party or taking part in politics
- xiv. Any act which is detrimental to the interest of the institution.

#### **11. Disciplinary action:**

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal.

  
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An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management, and the University as the case may be.

As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

- i. Censure
- ii. Withholding increments/promotion
- iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
- iv. Suspension
- v. Removal from service

  
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