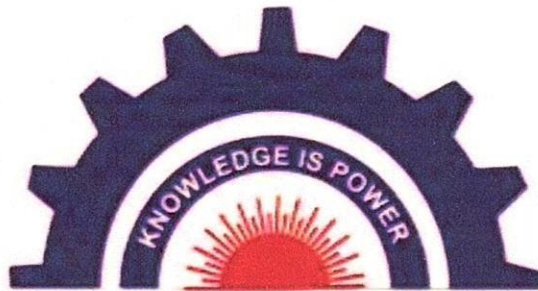


**STAFF SERVICE RULES**



**VIJAYA INSTITUTE OF PHARMACEUTICAL  
SCIENCES FOR WOMEN  
SRK FOUNDATION**

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN  
Enikepadu, Vijayawada 521108  
Approved by AICTE, PCI and Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)**

**PREAMBLE:** SRK FOUNDATION is a nonprofit organization registered in February, 2007 exclusively with an aim of providing quality education in Engineering, Pharmacy and Management Sciences. Accordingly, the management has been striving to achieve the goals. The welfare and to facilitate student community is of paramount importance to the management.

The service conditions are aimed to encourage the employees to take sincere interest and pride in the institute and its progress and to put their best talents in the discharge of their responsibilities. The institute intends to encourage its employees to improve their professional qualification on par with changing needs of engineering/pharmacy and management education and to grow in their abilities to serve the institution.

Such employees who may be employed on temporary/ad hoc/contractual/part-time basis for a specific purpose and/or for a specific period of time are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. The rules also do not apply to the daily-rated/contract labour /workers. The Management/Governing body of SRK FOUNDATION in exercise of powers conferred by the Articles of the Society had framed the following rules and regulations for administration of the institutions run under its control.

#### **GENERAL ADMINISTRATION:**

- a) All employees should observe college timings notified by the Principal. No employee shall leave the college earlier than the prescribed working hours. Prior written permission from the departmental head and Principal must be obtained to leave the institution before time.
- (b) Holidays for important festivals /national holidays will be notified in advance as per the norms of JNTUK.
- (c) Attendance registers are maintained either in Principal's office or with the departmental head 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. 3 days late attendance shall be regulated as one day leave. If any staff member is found to be late frequently, besides regulating the period as leave, disciplinary action also will be initiated.
- (d) **On Duty:** Any staff member will be permitted to go on "**on duty**" (work directly related to the college functioning) by the Principal in writing on the prescribed format. However, such sanction is at the discretion of the Principal. No staff member shall claim the same as a matter of right for any purpose. Attending practical or other examinations or invigilation or Meetings of Boards of Studies/ Academic Senate / University work and such other works are to be notified from time to time will be treated as "on duty".

- (e) Temporary employees both teaching and non-teaching who are drawing salary whether in regular pay scales or consolidated pay are eligible for medical leave and earned leave on completion of 2 years of service prospectively from the beginning of the third year i. e. their service from the 3<sup>rd</sup> year will be counted for sanction of Medical Leave or Earned Leave irrespective of regularization by selection through a duly constituted Selection Committee.
- (f) Regular employees are also eligible for medical leave and earned leave on completion of two years of service prospectively as explained above.
- (g) Ad hoc employees, both teaching and non-teaching drawing consolidated salary are also eligible for medical leave and earned leave on completion of two years of service prospectively as explained above.

All the above categories of employees are however eligible for Casual Leave from the date of joining service.

## **TERMS AND CONDITIONS OF APPOINTMENT**

### **SELECTION PROCEDURE AND RULES:**

- i. The qualifications required for filling a post shall be as per the norms prescribed by AICTE/UGC/JNTU(K)/Government of Andhra Pradesh.
- 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 posts from Assistant Professor 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.
- iv. All non-teaching posts, all temporary and ad hoc appointments of teaching and non-teaching staff shall be based on the recommendations of the Staff Selection Committee duly constituted by the Executive Body/Governing Body from time to time.
- v. The Staff Selection Committee will interview the candidates invited for interview and makes its recommendations to the Governing Body the names of the selected candidates arranged in order of merit. The Selection Committee 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.

- vi. The experience of any candidate appearing at the interview is reckoned by the guidelines specified below.
  - a. Teaching experience at Engineering/Pharmacy/Management College – 100% weightage.
  - b. Teaching experience at institutes other than Engineering colleges – 0% weightage.
  - c. Industrial Experience – 50% of the period worked in any relevant industry.
- vii. No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- viii. The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- ix. The Executive Body/Governing Body may in special circumstances appoint persons (Retired Persons) on contract basis, year after year up to the age of 65 years, in case of teaching posts.
- x. Any other instruction given, or rule prescribed, from time to time, by Govt. of Andhra Pradesh/Affiliating University/AICTE/UGC regarding selection procedure will automatically form part of the rules/procedure of selection.

#### **APPOINTMENTS, PROBATION AND SENIORITY:**

- a) The Chairman/Secretary shall be the authority for issuing all appointment orders.
- b) 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 in the post to which the individual is promoted.
- c) 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, even if the stated period of probation is completed.
- d) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.

- e) The rules governing probation will not apply to appointments made on ad hoc /contingent basis.
- f) Seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case two or more persons are 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. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

### **INTERNAL PROMOTIONS:**

Faculty members who are ratified by the University and in the position of Assistant Professors / Associate Professors can be promoted internally under the following conditions:

1. Faculty members should fulfill UGC/ AICTE norms for the posts to which they may be promoted internally.
  - a) Promotion from Assistant Professor to Associate Professor – Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D. experience desirable.
  - b) Promotion from Associate Professor to Professor – Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor – or – a minimum of 13 years of experience in teaching and / or research and / or Industry with a minimum of 5 years service after the award of Ph D.
  - c) Only service rendered in Engineering/Pharmacy/Management Colleges after acquiring PG qualification will be considered as experience.
2. Faculty Members should publish at least two research papers in non-paid International / Indian Journals with impact factor above 0.5 and present papers in National / International Conferences.
3. The faculty members should face an interview conducted by the College Staff Selection Committee.
4. Faculty members should submit their Ph. D. thesis within one year from the date of promotion.

5. For faculty from S & H and MCA departments promotions will be awarded only after ratification by JNTUK for the vacant posts notified by the college. Releasing or stopping of increment is based on the recommendations of the CAC.
6. If any staff member is unable to improve their qualifications as per the norms within one year he/she may forgo his/her designation and will be de-promoted. The decision of the appellate authority i.e. Governing Body of the College is final on any matter submitted to it for consideration on the application of promotion rules of the staff.

**RESIGNATION, TERMINATION AND RELIEF:**

- a. The services of teaching staff who have completed their period of probation or who are on probation can be terminated by the employer by giving three months prior notice or three months salary in lieu of such notice.
- b. The services of teaching staff on temporary/ad hoc appointments can be terminated by the employer by giving one month notice or one month salary in lieu of such notice.
- c. The services of all non-teaching staff can be terminated by the employer by giving one month notice or one month salary in lieu of such notice.
- d. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months' notice or by paying three months' salary in lieu of such notice to the employer. If their resignation is for the purpose of pursuing higher studies the notice period will be reduced to 30 days on production of proof of admission in a university in original. The timing of resignation should be such that the incumbent can be conveniently relieved at the end of the academic year without causing disturbance in academic work.
- e. Teaching staff who are on temporary/ad hoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- f. All non-teaching staff can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- g. In case of teaching staff who have completed probation and seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year. In addition, all applications for

admission to higher studies and for any government sector job will be forwarded. However, the management is given discretion to relax the rule in appropriate case basing on the merits and demerits of the case.

- h. In case of teaching staff who are on probation no application seeking employment in private organization will be forwarded. However, all applications for admission to higher studies or any government jobs will be forwarded.
- i. In case of teaching staff who are appointed on temporary/ad hoc basis, all applications for seeking admission to higher studies, or any government posts will be forwarded.
- j. In case of non-teaching staff, no application seeking employment elsewhere will be forwarded during probation period.
- k. In case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies will be forwarded.
- l. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
- m. 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.
- n. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

### **LEAVE/ VACATION RULES**

- 1. Leave/vacation cannot be claimed as a matter of right and in any exigency, leave/vacation of any description may be refused by the head of the institution.
- 2. Every employee is entitled to 12 days of casual leaves (CL) per year and 3 earned leaves (EL) in an academic year which starts from 1<sup>st</sup> July to 30<sup>th</sup> June every academic year.
- 3. Casual leave is to be availed not more than once in a month. Earned leaves can be availed with prior permission only. ELs can be accumulated up to 15 days only. Beyond 15 days they can be encashed at the end of five academic years at the rate of half of his/ her wages.

4. Special casual leaves, not exceeding nine in an academic year, may be granted to the faculty for attending any academic related activity like attending Faculty Development Programmes, Workshops, Refresher Courses and the like.
5. Any faculty member of the college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during holidays. However, there will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.
6. Faculty is eligible for vacation only after the completion of one year of his/ her continuous regular service. Such faculty can avail the vacation every summer for 15 days as per the discretion of the head of the institute.
7. Non-teaching staff and Principal/Director of the institution are under **non-vacation category**.
8. Maternity leave may be granted up to three months without pay for probationers. Permanent employees with at least three years of service are eligible for three months of maternity leave with half pay for two months.
9. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective department head or directly if, he happens to be a department head, the address at which he/she would be available during the period of his/her absence from the head-quarters.
10. Late attendance with permission is granted for 30 minutes. Such four permissions per month will be considered as one day leave and three days late attendance without permission per month will be treated as one day leave.
11. Attendance is compulsory on the last day of academic session and on the college reopening day failing which, the vacation availed will be considered as leave on loss of pay (LoP) unless prior permission is obtained.
12. Every employee should follow the list of holidays as per JNTUK/AP State Government holiday list. All staff members can avail one optional holiday per Semester as per JNTUK/AP State Government optional holiday list. Unless otherwise permitted, any leave/ absence with preceding and succeeding holidays will be treated as leave/ LoP.



13. Faculty may be permitted with prior permission in the prescribed format to go on any duty directly related to the college functioning and any other assignment permitted by the college as **on duty**.

### **CONDUCT RULES**

Every employee shall be governed by the following rules and is liable for consequences in the event of any breach of rules by him/ her.

1. The employee shall be devoted to his duty and work with:
  - a. Implicit obedience to the management.
  - b. Impeccable integrity, character and discipline.
  - c. Exemplary regularity in attendance, total availability during working hours, committed participation and honest involvement in building and improving the institution.
  - d. The employee shall be co-operative to the Management, Principal, Heads of the Institution, teaching and non-teaching staff of the college and serve with zeal.
  - e. The employee shall whole heartedly attend and completely involve in all academic, cultural and extracurricular activities, seminars, workshops, study tours, staff and parent meetings, etc., failing which will be liable to disciplinary action.
  - f. The employee shall be prepared to work in any of the institutions under the governance of the Management of SRK Foundation, provided the nature of work is not materially different.
  - g. No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, nor shall subscribe in aid or assist in any manner to any political movement or activity and involve in casteism.
  - h. No employee shall make any statement, publish or write through any media which has the effect of adverse criticism towards any policy or action of the college or detrimental to the interest of the college.
  - i. An employee against whom an insolvency / criminal proceeding commenced in the Court of Law shall forthwith report full facts thereof to the college authorities.
  - j. No employee shall engage in strike or similar activities. Violation of this rule will amount to misconduct and attract deterrent punishment.
  - k. Staff members shall not involve themselves in activities not related to their work. Reading irrelevant magazines, papers, books etc., during working hours is strictly avoided.
  - l. Staff members are prohibited from accepting gifts in any form from students/ parents/ companies having business transactions with the college.

2. An employee who commits any offence or does an act detrimental to the interests of the college is subject to an enquiry by the Principal. However, any employee aggrieved with the decision may appeal against such punishment or decision within 15 days from the receipt of orders of the decision to the management and the decision of the management, thereon, is final and binding on the employee.

### **DISCIPLINARY ACTION**

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

2. As part of disciplinary action, the following for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about dereliction/ negligence of duties.

- i. Censure
- ii. Withholding increment/promotion/extending probationary period
- iii. Recovery from the salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
- iv. Suspension
- v. Removal from service
- vi. Dismissal from service



For Vijaya Institute of Pharmaceutical  
Sciences for Women

*[Signature]*  
SECRETARY