

# **Service Rules**



# HINDU COLLEGE OF PHARMACY

Amaravathi Road, Guntur-522 002 (A.P.)

(Affiliated to Acharya Nagarjuna University and Recognized by

AICTE, PCI and UGC 2(f) & 12 (B), New Delhi, Certified by ISO-9001-2015,

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## SERVICE RULES

### Preamble:

1. The service rules shall be called as, The **Hindu College of Pharmacy**, Guntur Service Rules“. These rules shall supercede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the college as per their date of joining.

### Definitions:

1. “College” means “**The Hindu College of Pharmacy**, Guntur.
2. “Management” means “The Management Committee of the college constituted as per A.I.C.T.E. Norms.
3. “Governing Body” means “The Governing Body of the College” constituted as per A.I.C.T.E. Norms.

**Note:** Constitution of Governing Body - It shall have a Senior Faculty Member of the teaching staff as a representative.

4. “Chairman” means “The Chairman of the Managing Committee/The Governing Body of the college
5. “Secretary& Correspondent” means “The Secretary & Correspondent of the college”.
6. “University” means “Acharya Nagarjuna University, Nagarjuna Nagar, Guntur”.

7. "Principal" means "The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal whatever may be his/her designation, otherwise".
8. "Employee" means a person who is employed by the college including Principal and Vice-Principal excluding those who are engaged on part time basis or daily wages.
9. "Vacation" means any recess in an academic year, which is for a minimum period of ten days.
10. "Vacation Staff" means employees who are allowed to avail vacation. All other employees are deemed to be "Non-Vacation staff".
11. "Teaching Staff" comprises the following categories:
  - a. Principal
  - b. Vice-principal
  - c. Professors
  - d. Associate Professors
  - e. Assistant Professors
  - h. Any other category of post declared so by the Management.

"Technical Staff" comprises of the following categories:

- a. Lab Assistants

12. "Non - Teaching staff" means those staff that are categorized as follows:

**Office:**

- a. Superintendent
- b. Senior Assistant
- c. Junior Assistant
- d. Steno cum P.A. to Principal
- e. Typist
- f. Record Assistant
- g. Attender
- h. Vehicle staff

### ***Contingent staff***

- a. Watchman/Security/NMR Attenders
- b. Gardner
- c. Sweepers etc.

13. “Competent Authority, - Chairman/ Secretary & Correspondent in the case of Principal and Principal in the case of all other employees.

14. “Duty” - an employee is said to be on duty for the purpose of service benefits

- a. When the employee is discharging the duties of the post to which he /she is appointed or he/she is undergoing training prescribed for the post.
- b. When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
- c. When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation Courses, Winter schools, quality improvement programmes, etc., duty permitted by competent authority, and When the employee is attending to the work assigned by the competent authority in the interest of College/Management.

15. “Leave” means leave granted by competent authority to an employee to which he/she is eligible.

16. “Pay” means basic pay in the pay scale or basic pay with a special pay/allowance as the case may be.

17. "Year" means calendar year/financial year/academic year as the case may be.

### **III.**

#### **1. Appointments:**

The Management is the competent authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the appointment orders.

#### **2. Staff Strength:**

- a) The Teaching staff strength shall be as per AICTE/PCI/University norms
- b) The Non-Teaching staff strength shall be as per A.P. State Government / University Norms.

#### **3. Qualifications:**

The qualifications, age, experience etc., shall be as per AICTE/PCI Norms in respect of teaching staff and as per A.P. State Government / University norms in respect of Non - Teaching staff.

#### **4. Selection:**

- a) The rules prescribed for selection of employees from time to time of AICTE / University / Government of A.P. shall be followed.
- b) 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 the governing body.

- c) The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum of Five years or up to maximum age of sixty-five years.

## **5. Probation:**

- a) The initial appointments to posts in the college shall ordinarily be made on probation for a period of one years.
- b) The management/Governing body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice. 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. After confirmation, the appointee shall hold the office till the age of superannuating which shall be ordinarily sixty years in the case of teaching staff and Fifty-Eight years in respect of non-teaching staff unless otherwise found unsuitable to discharge his regular duties.

If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.

No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.

The services of any candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

#### **IV. Seniority:**

In the 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 as per the of merit order fixed by the selection committee or as per the time and date of joining.

#### **V. Pay, Allowance, Increments:**

1. **Pay:** AICTE scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff.

A.P. State Govt. pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

2. **Allowances:** Dearness, House rent and other allowances as per A.P. State Govt. rates and rules as extended by Management are adopted from time to time to all regular employees of the college.

3. **Sanction of Increments:**

- a) The University/College staff selection committee is the competent authority to recommend advance increment to the candidates selected based on their qualification / specialization / and experience.

- b) **Regular Increments:** Increments shall be sanctioned by the Principal / Management only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed Proforma. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Chairman / Secretary & Correspondent is the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Office Superintendent in the prescribed proforma.

The Management shall have the authority to withhold an increment for a certain period 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.

**VI. General Service Conditions:**

1. All the employees of the college shall be subject to the general disciplinary and conduct rules of the college.
2. All the employees of the college are required to be present in the college timings the working hours of the college on all working days.
3. An employee of the college shall devote his/her whole time to the service of the college and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management.
4. 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. 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.



5. The services of an employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharges his/her official duties satisfactorily etc., giving 3 months notice or 3 months salary in lieu thereof for regular employee and one month notice or one month salary in lieu thereof for probationer. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the A.P. State Govt. rules in force shall be applicable. There is no necessity to issue such notice to the probationers.
6. No application of an employee seeking employment elsewhere shall be forwarded during period of probation. On completion of probation not more than two applications per academic (June to July) year shall be forwarded for outside jobs.
7. An employee shall have to give three months notice in case he/she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management/ Principal or date of his/her relief whichever is earlier. For all the employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per A.P. State Govt. norms.

## **VII. Leave Rules:**

### **A. General:**

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
2. A Leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.

4. For casual leaves, sanctioning authority is the Head of the Department for teaching staff, office superintendent for all non-teaching staff except those working in the departments. For Heads of Departments and Superintendent, Principal is the sanctioning authority. Principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HOD/ Office Superintendent as the case may be. In case of Principal, Chairman/ Secretary & Correspondent shall be the authority to sanction leave.
5. Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
6. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.
7. Employees when deputed on official duty or on college work, the period of their absence shall be treated as 'On Duty'.

**B. Casual Leaves:**

1. All employees of the College shall be entitled to fifteen days of casual leave to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment.
2. Casual Leave in and one stretch shall not exceed four days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
3. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.
4. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work adjustment.

### **C. Special Leave:**

1. All the teaching staff members are entitled special leave up to five days in calendar year to take up examinations work in our college or outside, to attend conferences or seminars etc.
2. Special Casual Leave may also be granted for attending to natural calamities subject to prior approval after exhausting all casual leaves.

### **D. Earned Leave:**

1. All the vacation staff of the college shall be eligible for a vacation of thirty days in a calendar year and five days of Earned leave in a calendar year.
2. All the regular non-teaching staff of the college shall be eligible for **accrual** of EarnedLeave of 8 days in a calendar year.
3. All regular employees can accumulate earned leave up to a maximum of 240 days.

### **E. Half Pay Leaves:**

1. The half pay leave may be granted to regular employee on medical grounds and on private affairs at the rate of 10 days per calendar year.
2. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical grounds to a permanent employee subject to following conditions:

i) Commuted Leave during the entire service shall be limited to a maximum of 240 days.

ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

#### **F. Maternity Leave:**

All Women employees are entitled to maternity leave of 90 days each for first two pregnancies.

#### **G. Faculty Improvement Programme:**

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive half of his salary during his period of study. The other conditions are as follows:

Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

#### **H. Grand of Extraordinary Leave:**

Extraordinary leave may granted to all regular employees by principal/ Management to work elsewhere for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.

#### **VIII. Leave Rules for Contingent Staff:**

All the contingent staff of the College are eligible for a Casual Leave of 5 days in a calendar year.

## **IX. Traveling Allowances, Daily Allowance, Local Transport:**

Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

**Note:** It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty.

**Grades:** All the staff, both Teaching and Non-Teaching are classified into two Grades as follows:

**Grade - I:** The entire regular teaching staff of Asst. professor cadre and above.

**Grade - II:** All the non- teaching staff and all other employees.

- Employees of Grade - I are eligible to travel by 2<sup>nd</sup>class/AC sleeper class. All the other employees are eligible to travel by II class.

### **Daily Allowances:**

Daily Allowances admissible to different grades of employees shall be as noted below:

<b>Category of Employee</b>	<b>Town / City</b>		
	<b>A</b>	<b>B</b>	<b>C</b>
Grade - I	Rs. 400/-	300/-	200/-
Grade - II	Rs. 300/-	200/-	150/-

For the purpose of claiming D.A., the absence of the employee from the headquarters is reckoned i.e., the time between the officers left the headquarters and

the time he / she returned to the headquarters shall be taken. For periods less than 24 hours absence the following rates are admissible:

Absence less than 6 Hours

Absence more than 6 hours, but less than 12 hours

Absence more than 12 hours

No D.A.

Half D.A

Full D.A.

**NOTE:**

1. Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management of the College shall be final and such decisions shall, as far as possible, be in the general interest of the employees.
2. The Management reserves the right to amend any of the above rules in the interest of the College without unduly affecting the general interest of the employees.

**Allowances for Presenting Papers in Seminar / Conferences etc**

The regular teaching staff who are sponsored for presenting papers in seminars/ conferences are eligible to travel by 1<sup>st</sup> class or equivalent by rail in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July - June.

### **Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc**

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by II sleeper/III ACSleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

### **CONDUCT RULES FOR ALL EMPLOYEES**

- a. Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
- b. Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the college.
- c. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. 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 H.O.D. or the principal directly if he/she happens to be a H.O.D the address at which he/she would be available during the period of his/her absent from the headquarters.
- d. No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- e. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.

- f. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g. An employee against whom insolvency proceedings commenced in a Court of law shall forthwith report full facts thereof to the college.
- h. An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.
- i. No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college, which has been the subject matter of criticism or attach defamatory character.
- j. Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.
- k. An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon, is final and binding on the employee.
- l. No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike, etc. Violation of this rule will amount to misconduct and attract deterrent punishment.



## **DISCIPLINARY ACTION**

- a. 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.
- b. 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
  - vi) Dismissal from service
  - vii) Public notice
- c) If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HOD is one among senior faculty members.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the Management/governing body as the case may be.

**Guntur**



**Jupudi Rangaraju**  
**Secretary & Correspondent**