

Chebrolu Hanumaiah Institute of Pharmaceutical Sciences

Chandramoulipuram, Chowdavaram, Guntur – 522019, Andhra Pradesh.

(Sponsored by Nagarjuna Education Society)

Approved by AICTE & PCI, Affiliated to Acharya Nagarjuna University.

Recognised by Govt. of Andhra Pradesh, An ISO 9001:2015 Certified Institute.



SERVICE & CONDUCT RULES-2010

LEAVE RULES-2010

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(Approved vide Resolution No.16 of Executive Body Meeting dt.21-02-2010,

Approved vide Resolution No.10 of Governing Body Meeting dt.27-06-2010)

1. NAME:

These rules shall be called Chebrolu Hanumaiah Institute of Pharmaceutical Sciences, Guntur Service and Conduct Rules 2010 (Governing the conditions of service of teaching and non-teaching staff).

2. APPLICATION:

These rules shall apply to all teaching and non-teaching employees of Chebrolu Hanumaiah Institute of Pharmaceutical Sciences, Guntur unless otherwise mentioned in the appointment order.

3. EFFECTIVE DATE:

These rules have come into effect from 2nd January, 2010 and shall supersede all the earlier rules.

4. DEFINITIONS:

- a) COLLEGE/INSTITUTION: Means Chebrolu Hanumaiah Institute of Pharmaceutical Sciences, Guntur.
- b) MANAGEMENT: Means the Executive Body/Governing Body of the college constituted in conformity with relevant orders of Government/University/AICTE as applicable from time to time represented by its President/Chairman.
- c) PRESIDENT/CHAIRMAN: Means President/Chairman of the Executive Body or Governing Body as the case may be.
- d) UNIVERSITY: Means Nagarjuna University, Nagarjuna Nagar, Guntur District, PIN: 522 510.
- e) PRINCIPAL: Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
- f) EMPLOYEE: Means a person employed under the categories of teaching or non-teaching staff including the Principal.
- g) HEADQUARTERS: Means the head-quarters of the college i.e. Guntur.
- h) TEACHING STAFF: The teaching staff comprise of the following categories.
 - i) Principal.
 - ii) Professor.
 - iii) Associate Professor.
 - iv) Assistant Professor/ Senior Lecturer/Lecturer.
 - v) Librarian.

- vi) Physical Education Trainer.
- i) NON-TEACHING STAFF: Means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.
- j) COMPETENT AUTHORITY: (a) President/Secretary & Correspondent of the Executive Body in case of Principal (b) Principal in case of other employees.
- k) DUTY: An employee is said to be on “duty” for the purpose of service benefits.
 - i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
 - ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
 - iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
 - iv) When the employee is attending to the work assigned to him by the competent authority, in the interest of the Institution.
- l) LEAVE: Means leave, granted by the appropriate authority to an employee, to which he is eligible.
- m) PAY: Means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.
- n) YEAR: Means Calendar Year/Financial Year/Academic Year as the case may be.

5. GENERAL:

- a) In respect of matters not specifically provided in those rules, the Executive Body of the college shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.
- b) Rules requiring clarification and interpretation shall be referred to the Executive Body, whose clarification/interpretation shall be final.
- c) Any other rule, prescribed by the Government/Instruction given for adoption by Private Pharmacy Colleges shall, automatically, form part of the rules, even if the provisions in such rule/instruction contravenes with these rules.
- d) Unless otherwise stated, specifically, in the terms of, appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.
- e) Every employee shall perform the duties assigned to him to the best of his abilities, and shall always act in the interest of the institution.
- f) All employees of the college are subjected to the provisions of Employees Provident Fund Act.
- g) The age of superannuation of all members categorized as Teaching Staff shall be 60 years and in case of other staff it shall be 58 years.

- h) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
- i) The power to add, delete or amend these rules shall rest with the Executive Body of the college, and such additions/deletions/amendments will form part of these rules, effective from the date on which such addition/deletion/amendment is passed by the Executive Body.

6. SELECTION PROCEDURE & RULES:

- a) The qualifications required for filling a post shall be such as may be determined by the Executive Body/Governing Body from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/ PCI/ University/AICTE.
- b) 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.
- c) All teaching staff posts from Lecturer 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.
- d) 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.
- e) The Selection Committees interview the candidates invited for interview and make its recommendations to the Executive Body, the names of the selected candidates being 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.
- f) No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- g) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- h) The Executive Body/Governing Body may in special circumstances appoint persons (Eg. Retired persons) on contract basis, year after year up to the age of 65 years, in case of teaching posts.
- i) Any other instruction given, or rule prescribed, from time to time, by Govt. of Andhra Pradesh/ PCI/ Affiliating University/AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.

7. APPOINTMENTS, PROBATION & SENIORITY:

- a) The Secretary & Correspondent 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. All appointments, by promotion, shall be made on probation for a period of one year.
- 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, satisfactorily, completed probation.
- e) The rules governing probation will not apply to appointments made on Adhoc/Contract/Contingent basis or as Trainees.
- f) The 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 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, if any, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

8. PAY, ALLOWANCES & INCREMENTS:

- a) U.G.C. Scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff, but, subject to approval of the Executive Body. However, the Executive Body may temporarily appoint staff on consolidated pay in certain cases.
- b) The scales of pay as approved by the Executive Body shall be adopted for all posts not falling under the category of teaching staff.
- c) Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted, but subject to approval of Executive Body.
- d) Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw 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.
- e) All service in a post on time scale of pay shall count for eligibility for increment.
- f) Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on

- loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
- g) The Executive Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.
 - h) The Secretary shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Executive Body shall be the competent authority to sanction normal increments.

9. RESIGNATION, TERMINATION & RELIEF:

- a) The services of teaching staff who have completed their period of probation or who are on probation are liable to be terminated by the employer by giving three months notice or three months salary in lieu of such notice.
- b) The service of teaching staff on temporary/adhoc appointments are liable to 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 are liable to 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 higher studies the notice period is reduced to 45 days instead of three months. The timing of resignation should be such that the incumbent will be relieved at the end of the academic year.
- e) Teaching staff who are on temporary/adhoc 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 one month notice or by paying one month salary in lieu of such notice to the employer.
- g) In the case of teaching staff who have completed probation and are 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 only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.) will also 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 the 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, IES etc.,) will be forwarded.
- i) In the case of teaching staff who are appointed on temporary/adhoc basis and are seeking employment elsewhere, four applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.) will be forwarded.
 - j) In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation period, two applications per year will be forwarded.
 - k) In the 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 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.

10. CONDUCT RULES:

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall, always, act in the interests 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 HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe or aid or assist in any manner to 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 or consultancy outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in the 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 attack of defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal 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 the claim or refused redressal 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 subjected 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 Executive Body and the decision of the Executive Body, thereon, is final and binding on the employee.
- l) No employee shall engage in strike or incitements there to 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 attracts deterrent punishment.

11. 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 fair opportunity has been provided to the employee to defend himself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about 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.
- iv) Suspension
- v) Removal from service
- vi) Dismissal from service

12. EXPLANATION:

- a) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
- b) The penalty under (iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- c) The authority which may impose any of the penalties prescribed in Rule 11(b) shall be the authority mentioned in Appendix.
- d) If the competent authority feels it necessary to constitute an Enquiry Committee as a part of the procedure for taking disciplinary action, the Enquiry Committee shall consist of three members, which may include the Principal of the College and two other members appointed by the Executive Body/Governing Body. No teacher of the College other than the Principal shall be on the Committee.
- e) Before any of the penalties specified in Rule 11(b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required within a reasonable time to put in a statement in writing of his/her defence and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the ground thereof.
- f) The requirement of sub-rule 11(f) shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him/her.
- g) All or any of the provisions of sub-rule 11(f) may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.
- h) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

APPENDIX

The authorities competent to impose the punishments and to deal with appeals shall be as follows:

| S. No. | Nature of punishment | Competent authority | Appellate authority |
|--------|---------------------------------------------------------|----------------------------------|----------------------------------|
| 1) | Censure | Principal | Executive Body |
| 2) | Withholding of increment and promotion | Executive Body | Governing Body |
| 3) | Reduction to lower rank etc. | Executive Body | Governing Body |
| 4) | Recovery from Pay etc. | Executive Body | Governing Body |
| 5) | Suspension: a) Pending enquiry b) As a punishment | Executive Body Executive Body | Governing Body Governing Body |
| 6) | Removal or dismissal | Executive Body | Governing Body |

LEAVE RULES

1. GENERAL

- a) These rules shall be called the Chebrolu Hanumaiah Institute of Pharmaceutical Sciences, Chowdavaram Leave Rules, 2010.
- b) They shall be deemed to have come into effect from 01-01-2010 and shall be applied to all the employees of the college.
- c) A leave account shall be maintained for each employee in an appropriate form.
- d) 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.
- e) The sanctioning authority may recall any employee to duty before the expiry of his/her leave.
- f) Unauthorized absence from duty may be treated as misbehaviour inviting disciplinary action.
- g) An employee on leave shall not take up any service or accept any employment.
- h) Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.
- i) An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.

- j) The Principal shall be the authority competent to grant leave to all the employees, in case of the Principal the Secretary & Correspondent/President of the Executive Body shall be the authority to sanction leave.

2. CASUAL LEAVE:

“Casual Leave is a concession to absent from duty for short period without such absence being treated as regular leave. The maximum number of days of Casual Leave that may be availed by an employee in a Calendar year is 15 or proportionate to the service put in by an employee during the year of his initial employment. Casual Leave may be granted combining with the public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual Leave for half a day may be granted for the morning or afternoon session. Teachers can be granted casual leave for half day only if for the other half day they had class work as per the time table.

3. SPECIAL CASUAL LEAVE:

An employee is eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed. Besides, he/she is also eligible for reimbursal of expenses incidental to the Family Planning Operation, limited to a sum of Rs.200/-.

4. EARNED LEAVE:

- a) Leave if earned by duty only.
- b) Teaching staff and such other members of the staff declared as vacation staff of the college shall be eligible for vacation limited to 60 days in a Calendar Year. However, in case of Post-graduate Courses, the last date of instruction shall coincide with the last date of instruction of Nagarjuna University for such courses. Besides, they are eligible for 15 days of earned leave in a Calendar year. The Non-teaching Staff (Non-vacation Staff) will be entitled to 30 days of earned leave in a Calendar year.
- c) Employees of all categories can accumulate earned leave up to a maximum of 120 days.
- d) The staff are permitted to surrender Earned Leave limited to 15 days in a Calendar Year and claim salary in lieu of the leave so surrendered. The staff are permitted to surrender the earned leave that is in excess of 90 days at credit.

5. HALF PAY LEAVE:

- a) Every employee will be entitled to half-pay leave of 20 days for every completed year of service with facility to commute the leave to full pay and allowances on medical grounds.

- b) Half pay leave can be accumulated upto a maximum of 120 days.
- c) Employees appointed on adhoc/contract/contingent basis are not entitled to Half Pay Leave.

6. MATERNITY LEAVE:

All women employees who have completed the period of probation are entitled to Maternity Leave not exceeding 60 days with full pay and allowances. They are entitled to Maternity Leave only twice during their service.

7. EXTRA-ORDINARY LEAVE:

Extra-ordinary leave may be granted to the employees on the recommendations of the Executive Body/Governing Body on private affairs or on academic affairs. They will not be entitled for any pay or allowances during this period.

8. STUDY LEAVE:

Based on the requirements of the individual departments and the recommendations of the Principal, the Executive Body/Governing Body may grant study leave to one Teaching Staff member per year for higher studies.
