



(Approved by AICTE, New Delhi & Affiliated to JNTU Hyd.)

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CODE OF CONDUCT AND SERVICE RULES

ABOUT THE COLLEGE

Unity College of Pharmacy was started in 2007 by Samaikya Education Society to impart quality education to pharmacy students coming from rural areas and equip them with the necessary competencies to meet the growing global demands of the pharmaceutical industry, academia, research, and patient care areas.

The college is located at Raigir, Yadadri-Bhuvanagiri district, Telangana state and situated on Hyderabad - Warangal National High Way No.163 and placed in **12....**acres of lush green serene environment.

The college is approved by the Pharmacy Council of India (PCI), New Delhi and is affiliated with Jawaharlal Nehru Technological University (JNTU), Hyderabad. The institution offers a Bachelor's degree in Pharmacy (B. Pharm) and Master's degree in Pharmacy (M. Pharm) in the specialization of Pharmaceutics and Pharmaceutical Analysis.

Detailed address and management members furnished below

Website Address: <http://www.unitycolleges.co.in>

E-mail: admissions@unitycolleges.co.in

Phone Number: 086852 93733, 088855 80054

Name of the member	Designation
Mr. A.Prabhakar Reddy	Chairman & Secretary
Mr. P.Govardhan Reddy	Director

CONDUCT RULES

These conduct rules apply to all employees, whether on probationary or on permanent service of Unity College of Pharmacy (UCP), Raigir. The Disciplinary Authority shall follow these rules to guide the employees. Leave rules are framed based on the directions given by the state government or JNTUH. All faculties should obey the rules and regulations of the institution. Any deviations of these rules by the faculty are seriously viewed and the college administration may initiate disciplinary proceedings for non-compliance of these rules.

Conduct Rules: Every employee shall be governed by the following code of conduct rules:

- a) No employee shall, at any time, indulge in maligning authorities or falsely implicating the superiors or Institution/College management or members of the staff.
- b) All teaching/ non-teaching staff should be present at the commencement of the Institution every day before 9:45AM
- c) Late attendance of half an hour for two days in the month shall entail forfeiture of a day's salary/wages.
- d) Any employee who was observed to be continues late for one week is liable for Disciplinary action.
- e) No employee should the institution misuse the facilities provided by the institution
- f) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students contractors, businessmen or any other party connected with the academic activities of the institution.
- g) No employee shall tamper or cause to be tampered with the records or registers or notices of the institution. Over writing and signing over the cross (X) mark will also considered as tampering of Record.
- h) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- i) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.

- j) No employee, while on the premises, shall never behavior detrimental to the security of the institution or persons.
- k) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- l) No employee, while marked present in the Institute, shall absent and himself, except with prior permission of the principal/HOD from the class or duty.

Misconduct

The following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from the duty without intimation or without permission,
2. Leaving the Institution during working hours without prior permission
3. Neglect or Laziness, inefficiency or careless towards the duty or allocated work.
4. Obtaining leave or attempting to obtain leave on false pretences/ reasons.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Improper or discourteous behaviour towards others, shouting, speaking loudly or making a nuisance / noise on the college premises etc.
7. Regular late attendance or absence regularly from duty without intimation or without prior permission from the Principal /HOD / Section.
8. Unauthorized use of institutional facilities for personal gain.
9. Sleeping while on duty,
10. Engaging in private work or trade within the College premises or engaging in the same or a different profession.
11. Failure to observe safety instructions or failure to make use of safety devices provided by th management or failure to take preventive measures.
12. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.

13. Failure to report any ragging cases seen by the employee in or outside the college premises.
14. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
15. Unauthorized use of the name, address, telephone or any other description of the institution.
16. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or Visitors to the institution
17. Tampering with the records or attendance registers of the institution.
18. Disclosing any information to an unauthorized person, without written permission of the College Authority,
19. Soliciting, demanding, collecting or canvassing of money for his/her services from students or parents.
20. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, of the College Authority. Without the prior permission

Imposition of Penalties:-

Minor Punishments:-

- i) Censure (excusing the employee and keeping a record of excused
- ii) Warning an employee in written with acknowledgement.
- iii) Recovery of cost of damage from default employee.
- iv) With holding an annual increment or with holding promotion to the next higher grade.

Major Punishments:-

- i) Reduction to a lower post or Lower grade or to a lower pay scale.
- ii) Compulsory retirement or compulsory resignation.
- iii) Removal from service (which does not disqualify the employee from being considered for future employment in other institutions
- iv) Dismissal from service (which debar the employee from future employment in any capacity in other institutions

H.R. POLICY DOCUMENT

APPOINTMENTS & SERVICE MATTERS

Classification of Employee: - Employees can be classified as:

Permanent Employee: Means one who has been appointed in a substantive capacity on a permanent post and treated as permanent after the successful completion of the probationary period of two years without absent.

A Probationary Employee: Means one who is on probation period of two years for all Academic Staff.

Contract Employee: Means an employee who has been employed for a particular job under the terms of contract of employment / appointment which automatically ceases after the expiry of period or completion of job.

Casual Employee: Means one who has been engaged on an occasional nature of job/post. On day-to-day basis.

Intermittent Service: All faculty & staff working in day time with an interval of Minimum 30 minute's duration are called Academic or Intermittent Service and they will avail weekly rest on Sunday, Example: -All Teaching & Non-Teaching Staff

Continues Service: A Staff member who will WORK continually in shifts Intermittent Service and they will avail weekly rest on Sunday. Example: -All Teaching & Non-Teaching Staff.

Continues Service: A Staff member who will work continually in shifts without interval is called as Continuous service staff and they will avail rest on different days in a week. They will available in institution duty in shift for 24 hours in day. Example:-Hostel Wardens & House Keeping Supervisor etc.

Appointments:-

Source of Manpower: For recruitment purpose, the following methods for recruitment maybe followed.

- i) Inviting Applications through Open advertisement in leading Newspaper,
- ii) Selected through Walk-in-Interview by open advertisement.

Appointing Authority- is the Management. The Secretary who have the powers for appointment for a particular category of employment.

- i) All appointments to any categories of post shall be made by appointing Authority on. The recommendation of the selection committee constituted by competent authority.
- ii) Qualification and experience for the appointment of teaching staff, AICTE norms wherever applicable shall be followed.

Selections & Joining: -Every applicant for employment as teaching faculty is required to fillup and sign the prescribed/Bio-data information form and undergo:

- i). A test interview of proficiency in the job he seeks for the manner considered if necessary, for the purpose,
- ii) The applicant should present a demo on the technical or on the subject of the concerned field before Selection Committee.
- iii) Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College
- iv) Appointments shall be subject to prior submission of original certificates of governing his/her employment.
- v) The services of any employee on probation may be terminated without assigning any reason whatsoever
- vi) An employee may resign for his services in the college even after his confirmation by giving one month notice in advance or by paying an amount equal to one month salary in lieu of notice period provided there are no dues outstanding against the employee.
- vii) HOD's/Section In-charges will circulated the Service & Conduct Rules to satisfy after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

Increments, Promotions and Resignations:-

Performance, Self Appraisal, and Review Process: Performance Self Appraisals shall be done for all the teaching staff members of the Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

Grant of Increment:- Increment of any members of staff. Teaching or non teaching will depend upon the performance of his working ability satisfaction he/she gives to the management in discharge of his duties which include teaching feedback, regular in attendance. Self appraisal and his contribution to growth of the dept. or organization etc.

Promotion

- i) the faculty up gradation shall be considered strictly as per AICTE norms.
- ii) Up gradation of other staff will not necessarily depend solely on seniority.

The following factors will also be taken into account:

- a) Past performance record
- b) Potential for higher responsibilities
- c) Punctuality and good conduct in Chu institution premises
- d) Requirement of those particular categories of staff member.

Demotion: A demotion is defined as a re-assignment from one position to another position at a lower pay grade or lower salary range. A demotion can also be defined as a re- assignment of duties to a lower level of pay or responsibility even if there is no change in the employee's job or title or position. Demotions may occur if work is eliminated or abolishes or re- organized disciplinary action or if a staff member is unable to perform the work satisfactorily.

Resignations, Retirements and Terminations:-

A) Resignations:-

- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one-month salary in lieu of notice period to the institution before leaving.
- b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him for any such reason

B) Retirement:-All employees (except Principal) would superannuate normally on attaining the age of 70 (seventy) years. However, in exceptional cases, the service can be extended and hired of decided by the appointing authority and or as per norms of the AICTE.

3.5.6. Termination of Service

- i). The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.
- ii). The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of organization

LEAVE RULES

Introduction: - Leave Rules shall mean Casual Leave, Special CL, Medical Leave, Maternity Leave, Paternity Leave, Earned Leave, Leave on Loss of Pay. These Leave rules come in force with effect from the date of circulation of these rules. These Rules shall apply only & to all the permanent & probationary employees of the Unity College of Pharmacy (UCP), Raigir, but not to contract or casual employee.

Leave Procedure:-

- i) Leave shall be granted in advance accordance with the format prescribed for that leave.
- ii) Leave cannot be claimed by any employee as a matter of right.
- iii) For purpose of Leave, Leave year shall be reckoned for calendar year i.e. from January 01 to December 31 of every year.
- iv) Leave application shall be submitted in the prescribed form to the Head of the Department who will forward to the principal and all HODs will submit the leave applications to the Principal/Dean/Director for sanction in advance every day in the morning.
- v) The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- vi) A record of all sanctioned leave shall be maintained in the Establishment section of Admin office.
- vii) An employee who is placed under suspension during the enquiry shall not be granted leave.
- viii) Employee on probation period of two years will be granted casual leave day (One day) for completion of one month's work.
- ix) No leave will be sanctioned on telephone except in case of CL's in emergency circumstances/sudden illness etc. All leaves shall however be regularized in writing immediately.

DUTIES & JOB RESPONSIBILITIES

Holidays & Festivals

- i) The working days of the Institutions shall be from Monday to Saturday, The Institutions shall observe a minimum of 90 working days per semester whilst means at least 180 working days during an academic year. However, special classes / additional working days may be arranged, and when, need arises.
- ii) Festival holidays of the Institutions shall be as per holiday's schedule of JNTUH calendar.

Duties and Responsibilities of Administrative Officer

1. He has to coordinate all the activities of the college in consultation with Principal/Director
2. All the non-teaching staff are under Administrative Officer control
3. He should allot the duties to all the Administrative staff in consultation with the Principal/Director and monitor their day to day work.
4. He has to monitor and update list of employees and their personal files (both teaching and non teaching)
5. Should recommend the leaves and vacation for administrative and ministerial staff
6. Monitoring the leave records of the staff
7. He should connect with the parents, students, department staff and their administrative problems.
8. He should take care of the assets of the Institute, He should see that the assets are properly safe guarded.
9. He shall dispose of routine correspondence not involving policy matters.
10. Monitoring the issue of stationary and maintenance of concerned records.
11. He shall be the custodian of the original certificates of all staff members.
12. He shall plan and procure the requirements for the college and departments in consultation with department heads and Principal/Director.

Duties of Accounts and Audit Sections:

1. Preparation of Budget Estimates and Reserved Estimates.
2. Maintenance of contingent registers
3. Maintenance Cash books
4. Payment of Salaries.
5. Re-conciliation of expenditure and receipts every month with banks
6. Fee Collection watch register
7. Safe Custody of Security Bonds, Title Deeds, Lease Deeds, E.M.Ds, D.Ds, Cheques etc.,
8. Collection of all fees from the students and Remittance into related accounts.
9. Remittance of fee payable to University Affiliation, Registration and Fee remittable towards "other Services
10. Shall return the deposits to the students at time leaving the institution

Duties of HOD's

- To ensure smooth functioning of his department
- Conduct of class work and adjustment of staff in case leaves.
- To arrange required equipment and other Instruction materials in the Laboratories.
- To assign the Lab In-charges in the department.
- Arranging guest lecturers / Seminars/ adjunct faculty.
- To see the completion of syllabus as per the university Academic, calendar.
- Maintenance of staff & student's attendance records in the Department
- To Guide teaching faculty and nonteaching staff in the department.
- Conducting internal and external lab exams.
- To analyze the results of students and take improvement measures.

Teaching Faculty/ Lab in charges

- To conduct lectures and Lab Experiments' as per the time tables.
- Maintain the class attendance Registers.
- Maintenance of lab equipment and stock registers.
- Prepare and issue lab manuals for experiments practical's to the Students.
- To guide the students in organizing seminars.
- To guide students in mini main project work.
- Student counseling and contacting the Parents as class In charge.
- To ensure the completion of syllabus in time.
- To attend any other duty assigned by the HOD / Principal time to time.

Non teaching/Supporting Staff

- To assist the Faculty and HOD of the concerned department.
- Guiding the students in the laboratory in conducting the practical's/experiments.
- To handle and maintain the stock registers in the labs.
- To assist the Lab in charges
- To maintain the Lab equipment in good condition.
- To issue & maintain the Lab manual in the lab's..

In-charge Examination Cell

- Constant pursue with examination portal of JNTUH.
- Smooth conduct of internal/external examinations & submission of sealed answer scripts to University.
- To drive the Examination schedules of External labs & mid terms.
- Analyzing of Results of Semester exams.
- Collecting Exam stationery in time.
- Maintaining academic schedules connected with Examinations.

Library In charge

- Procurement and stocking of all text books & reference books.
- Documentation and Monitoring of library and Information centre.
- Issue and receiving of books to from the students.
- To maintain the Journals and Periodicals.
- Display of all important notifications and Opportunities in Notice Board.

Duties of Staff members

- To conduct on campus interviews in college premises/off campus Interviews.
- To develop continuous rapport with industries/ Companies for Interaction of the students.
- Provide short term training courses to the students.
- To pursue the higher education opportunities to students.
- To arrange a seminars/Counseling on educational opportunities.
- To motivate/guide the students to improve their soft skills to attend Interviews.
- Collecting and maintaining student data base and organize Alumni

Duties of Class In charges or Class Teachers:

1. To guide the students about rules of attendance (general), Industrial Visits, sports, etc.
4. The attendance of the students who have less than 75% must be sent to the parents by post.
5. Internal marks of all the students should be sent to the parents..
7. Answer student queries and grievances.
8. Meeting the parents of students, especially defaulters.
9. To inform the HOD about making alternate arrangement for lectures and practical when a faculty is absent.
10. To coordinate with the Attendance Committee of the department to update attendance
11. To collect information regarding slow learners from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
12. Identify good students and motivate them to excel.
13. Update data regarding students' achievements in academics, sports, extracurricular activities etc.

Academic and R&D activities of the Department.

1. To arrange guest lectures, preferably in specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent academicians who could be invited to deliver guest lectures,
2. To organize conferences/ seminars/workshops/FDPs periodically
3. To monitor students' development and problems through Feedback and counseling.
4. To motivate and encourage the faculty to take up.

R&D and Academic Projects

1. Publication of Newsletters
2. Organizing & coordinating consultancy service
3. Testing/repair services of instruments and equipment
4. Industry institution interaction
5. Dissemination of knowledge through guest lecturers
6. Preparation of project proposals for funding
7. To provide the required information to the Principal/Director from time to time
8. To nominate the senior most faculty as in-charge head in his/her absence
9. Any other duty as assigned by the Principal/Director

EVALUATION OF FACULTY FEED-BACK

Performance/Teaching:

Feed-back on Faculty teaching is assessed in the following responsibilities of the three stages and the faculty with the poor feedback will be given opportunity for able in improvement of teaching ability before terminating the services. Knowledge.

Monthly Feedback from the Students :- Subject-wise students 'feed-back' on the guest lectures, teaching of Faculty members will be assessed in any week of the month during the /workshops/instructions period directly in the class review meetings in presence of HOD & Class and problem. Representatives of Each class. Improvement areas required, if any, will be notified to the faculty to take faculty concerned.