



The Gautam Girls College Management Committee

Hamirpur (H.P) 177001

Ref. No. GGC/MNC/18/19-660 A

SERVICE RULES

Dated 28/07/2019

1. The service rules shall be called as the Gautam college of pharmacy, Hamirpur service rules
2. Future modifications to these service norms may be made in response to changing legislative frameworks, governmental directives, stakeholder feedback, and other factors.

Applicability

It will be applicable to all of the Institute's regular and contract employees as of that date. of joining

Definition

1. The Gautam college of pharmacy, Hamirpur Tehsil & Distt. Hamirpur, H.P. Governing body' refer to the groups or organizations that have the authority and responsibility to make decisions, set policies, and oversee the operations of an institute, organization, or entity. The Governing Body of the Institute' constituted as per PCI norms.
2. Chairman' means the 'Chairman of Governing body of the Institute'.
3. Executive secretary means 'Executive secretary of the Institute'.
4. 'Managing Director' means the Managing Director of the Institute.
5. The 'University' means an institution of higher education and research that offers academic programmes leading to undergraduate and graduate degrees."Himachal Pradesh Technical University, Hamirpur, HP.
6. 'Principal' means the Principal of the Institute or any other person authorized by the management to discharge the duties and responsibilities of the principal, whatever his/her designation may be, otherwise. The principal often plays a key role in setting the vision and direction of the institute, maintaining discipline, fostering a positive learning environment, and representing the institution to the broader community.
7. The 'employee' refer to hire or engage someone to work at the institution. This could refer to faculty members, administrative staff, or other employees who contribute to the operation and functioning of the college or university. Employees typically perform tasks assigned to them by their employer and are subject to the employer's direction and control. The employee is employed by the institute including Principal and Vice Principal excluding those engaged on daily wages.
8. Any break between academic terms that lasts at least ten days is referred to as a vacation.
9. A competent authority refers to an individual or organization that has the legal or official power to make decisions, judgments, or rulings in a particular area. This authority is typically recognized and respected within a specific jurisdiction or field of expertise. The members of competent authority are Chairman/Secretary/Managing Director in case of Principal and Principal in case of other employees.
10. Professor, Associate Professor, and Assistant Professor of the Institute are considered to be members of the teaching staff

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11. As announced by the affiliated university in each calendar year, an academic year is a period of twelve months.
12. An academic year' refer to the period of timing during which a college hold classes . this period is dividing into semester as notified by the affiliating University in each calendar year.
13. The authority to implement these rules vests with the Governing body/Director/Principal of the institute.
14. Duty: An employee is said to be on duty for the purpose of service benefits-
 - i. It can also refer to a task or responsibility that one is required to fulfill. Duty can be related to one's job, role in a community, or personal obligations. When an employee is discharging his/her duties for the post to which he she is appointed or undergoing training prescribed for the post. Overall, the duty of an employer is to create a positive and productive work environment for their employees.
 - ii. When the employee is absent from the duty on authorized holidays or legalised vacations or when availing any leave authorised by the competent authority
 - iii. When the employee is attending conferences, seminars, summer schools, workshops, orientation programs, Faculty Development Programs etc duly permitted by a competent authority,
 - iv. When the employee is attending to the work assigned by the competent authority in the interest of Institute or Management.
 - v. "Leave refer to an authorized absence from the work or duty. Leave granted by the competent authority to the employee for which he/she is eligible.
 - vi. "Pay' refers to the compensation or money that an employee receives in exchange for their work or services provided to an employer

APPOINTMENTS

- i. Notice inviting applications - For starting the purpose of recruitment, the institute shall normally advertise the post in the leading newspapers or websites, wherever necessary. The required qualification and experience for the faculty members is as per PCI guidelines, as amended from time to time. The competent authority as its sole opportunity may authorize screening of applications, screening test and interview for appointment, which may be considered fit for different categories of vacancies.
- ii. Procedure for selection - All 'appointees 'to any post in the Institute' shall be made by Managing Director of Institute on endorsement of selection committee constituted as per the norms of PCI and Himachal Pradesh Technical University, Hamirpur. For the appointment of all the non- teaching posts selection committee shall be constituted as per the norms of Institute/State Government
- iii. Appointment - Appointment of Teaching and Non-Teaching staff on full time basis including Director Principal will be made in accordance with the commendation of the selection. committee and appointment letters to the Teaching and Non-Teaching staff shall be issued by the Managing Director of the Institute The appointment of Director/Principal shall be informed to the Governing body in the due course of time.

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- An employee after joining should submit all the relevant documents for educational qualification, age, address proof, PAN CARD, ADHAR NUMBER and other document required as per need.
- The institute reserves the right to termination the services of any employee by giving one month notice in writing without assigning any reason or by paying the Notice Pay for the equivalent period in lieu thereof
- The institute shall have the right to terminate the services of an employee without giving any compensation whatsoever, should the employee be found guilty of crack of trust, insobriety, addiction of drugs, dishonesty, loss of mental balance, found guilty of sexual abuse, neglect of duty or conduct considered unfavourable to the interest of the Institute.
- An employee also assets the right to resign from the services of the Institute by giving one months written notice exclusive of the period of the vacation availed during the notice period. The faculty members or technical staffs are mostly not allowed to leave the service during continuation of semester. Legal steps may be taken if an employee leaves without notice. The resignation letter submitted by an employee, when a disciplinary case initiated against him, will not be accepted.

PAY, ALLOWANCE AND INCREMENTS

1. UGC scales of pay as applicable from time to time shall be adapted to the post classified as teaching staff. **Managing Director, Managing Secretary and Principal** has right to sanctioned the increments only after satisfactory performance of the employee and that also after recommendation from the respective Head of the Department in the prescribed Performa.
2. The management shall have authority to withhold an increment for a period not exceeding one year as a disciplinary measure on sufficient and valid reasons and after employee has been given fair opportunity to defend oneself.

PROMOTION

1. Promotion in respect of members of faculty would be in tune with the guidelines prescribed by UGC, i.e. Performance Based Appraisal System and the minimum prescribed scores in academic performance indicator will be the criteria. Principal University Nominee and Subject Expert.
2. Promotion in respect to all other categories of employee shall generally be in line with the state government norms and performance-based appraisal.

GENERAL SERVICE CONDITIONS

1. All the employees of the institute shall be focus on the general disciplinary and conduct rules of the institute.

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2. All the employees of the Institute are mandatory to be present during working hours of the institute on all working days.
3. working time of an employee of the institute shall devote his/her service for the Institute 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 proper discharge of his/her duties. The provision shall not apply to the academic work related to University examinations, question paper settings, delivering guest lectures or any other work undertaken with prior permission of the Principal/Management.
4. The services of an employee, probationer or permanent are responsible to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc, giving 1 month notice or 1-month salary in lieu thereof.
5. During the period of probation, no application of an employee seeking employment elsewhere shall be forwarded. On completion of probation not more than two applications per academic (June-July) year shall be forwarded for outside jobs.
6. All employees shall have to give one month notice in case he/she desires to be relieved on resignation and alternatively he/she shall pay 1-month 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 institute, personal file and service register shall be maintained with regular updating as per the norms.

LEAVE RULES

General Leave Rules

1. Leave cannot be claimed as matter of right. The sanctioning authority has full discretion to refuse or revoke any kind of leave when the exigencies of services demands.
2. When employee on leave, A leave account shall be maintained for each employee in an appropriate register up any service or employment.
3. If any employee on leave then employee shall not take up any service or employment.
4. To sanction all the leaves Principal shall be the competent authority on recommendation of HOD. In case of Principal, Managing Director/Secretary shall be the authority to sanction leaves.
5. Either prefixing or suffixing any kind of leave with vacation is allowed after prior approval.
6. Employees when deputed on official duty or on institute work, the period of their absence shall be treated as 'On duty'.

Casual Leaves

1. 12 days of casual leaves shall be entitled for all employees of the institute other than the gazette leaves.
2. Casual leaves in and one stretch should not exceed seven days in total period of 10 days, prefixing, suffixing or sandwiching with public holidays.

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3. For an employee casual leaves for half day can be granted for the forenoon or afternoon session.
4. In normal circumstances casual leaves requires advance sanction. The employee has to make alternate arrangement for his/her work.

Special Leave

1. To take up examination work in our college or outside, to attend conferences, seminars etc.all the teaching staff members are entitled to have special leave upto 15 day in calendar year.
2. Special casual leaves may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

Maternity Leaves: All the women employees are entitled to maternity leave of 90 days each for first two pregnancies.

Faculty Improvement Program

1. The faculty members may be permitted to improve their academic qualification by attending courses/research work in larger institution for learning.
2. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member is entitled to receive half of his salary during this period of study.
3. Management is the sanctioning authority for such leave on the recommendations of the Principal and Head of the Department concerned.

LEAVE RULES FOR CONTINGENT STAFF

All the reliant staff of the institute are eligible for a casual leave of 12 days in a calendar year and other leaves of 12 days

TRAVELLING ALLOWANCE, DAILY ALLOWANCE, LOCAL TRANSPORT

Employees of the institution when delegated to any outstations shall be entitled to travelling allowance, daily allowances and other permissible expenses they incur on production of valid documents. It a fundamental principal that allowances is not to be a source of profit and ne allowance is granted to cover the expenses of family members travelling with them when on duty.

CONDUCT RULES FOR ALL EMPLOYEES

1. In case of breach of these rules every employee shall be governed by these rules and liable for disciplinary action
2. Every employee shall at all-time maintain the integrity of character, be devoted to his/her duty, be honest and impartial in his/her official dealings. He/she shall exhibit at most loyalty and always act in best interest of the institute.

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3. No employee shall be absent from duties without prior permission. Even during leave or vacation no employee shall leave the station without informing to the competent authority. While leaving the states an employee shall inform to the competent authority in writing about the address and contact number on which he/she will be available during the period of leave.
4. No employee shall take part in political activity and not be a member of any political party or take part in politics or to be associated with any party or organization, which take part in political activity, nor shall aid or assist in any manner any political movement or activity
5. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism on any policy or rule of the institute
6. No employee can engage directly or indirectly in any trade or private tuition or undertake employment outside official assignment, whether for profit or not
7. An employee against whom insolvency proceedings commenced in a court of law shall forthwith report full facts thereof to the institute.
8. An employee against whom any criminal proceedings have been initiated in a court of law shall immediately inform to the competent authority of the institute regarding details thereof.
9. Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must put his/her case in writing through proper channel to the competent authority and shall forward any advance copies of his/her application to higher authority unless the competent authority rejected his/her claim or rejected to redress his/her grievance
10. An enquiry and disciplinary action should be taken by the competent authority if an employee who commits any offence or negligence of duty or does not act detrimental to the interest of the institute.
11. No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

DISCIPLINARY ACTION

1. For disobedience, misconduct and negligence of duty disciplinary action should be taken. However, such disciplinary action shall be taken after establishing the grounds on basis of which disciplinary action has been initiated and after a reasonable opportunity has been provided to the employee to defend himself herself.

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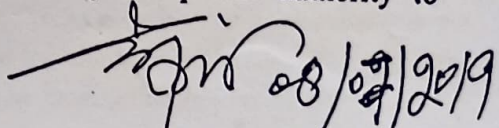
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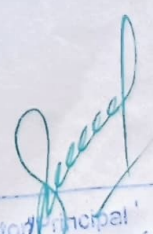
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2. As part of disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence or negligence of duties.

Censure

1. Withholding increment/promotion.
2. Recovery from his/her salary whole or part of any loss caused to the institute due to the negligence of duty or breach of trust/order/rules.
3. Suspension from services.
4. Removal from services.
5. Dismiss from services.
6. An employee can appeal against disciplinary action by competent authority to governing body/management of the institute.


28/09/2019
Managing Director


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