



LAUREATE INSTITUTE OF PHARMACY

(Approved by PCI & AICTE, New Delhi and H.P. Govt. Under Section 2(f) of UGC Act 1956)

Affiliated to Himachal Pradesh Technical University, Hamirpur

V.P.O Kathog, Tehsil Jawalamukhi, Distt. Kangra, H.P.(176031)

Ref. No.

Date:.....

SERVICE RULES

A. PREAMBLE

1. The service rules shall be called as the **Laureate Institute of Pharmacy**, Kathog service rules.
2. These service rules may be changed in future based on the various enabling Acts, Government rules and regulations, Stake holder's input and other parameters which will evolve over the time frame.

B. APPLICABILITY

1. It will apply to every regular and contract based employees of the Institute as per their date of joining.

C. DEFINITIONS

1. The Institute means, Laureate Institute of Pharmacy, Kathog, Tehsil Jwalamukhi, Distt. Kangra, H.P.
2. 'Governing body' means the 'The Governing Body of the Institute' constituted as per AICTE norms.
3. 'Chairman' means the 'Chairman of Governing body of the Institute'.
4. Executive secretary means 'Executive secretary of the Institute'.
5. 'Managing Director' means the Managing Director of the Institute.
6. The 'University' means 'Himachal Pradesh Technical University, Hamirpur, H.P.'.
7. '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.
8. The 'employee' means a person who is employed by the institute including Principal and Vice Principal excluding those engaged on daily wages.
9. Vacation means any recess in between academic year, which is for a minimum period of 10 days.
10. 'Competent authority means' Chairman/Secretary/Managing Director in case of Principal and Principal in case of other employees.
11. 'Teaching staff' means Professor, Associate Professor and Assistant Professor of the Institute.

[Signature]
 DIRECTOR CUM PRINCIPAL
 LAUREATE INSTITUTE
 OF PHARMACY, KATHOG
 TEH. JAWALAMUKHI
 DISTT. KANGRA (H.P.)

12. 'Technical and Administrative staff' means all categories of technical and supporting staff including administrative other than the teachers.
13. An 'academic year' means a period of twelve months as notified by the affiliating University in each calendar year.
14. The authority to implement these rules vests with the Governing body/Director/Principal of the institute.
15. 'Duty' – An employee is said to be on duty for the purpose of service benefits-
 - a. When an employee is discharging his/her duties for the post to which he/she is appointed or undergoing training prescribed for the post.
 - b. When the employee is absent from the duty on authorized holidays or permitted vacations or when availing any leave sanctioned by the competent authority.
 - c. When the employee is attending conferences, seminars, summer schools, workshops, orientation programs, Faculty Development Programs etc duly permitted by a competent authority.
 - d. When the employee is attending to the work assigned by the competent authority in the interest of Institute or Management.
16. 'Leave'- means leave granted by the competent authority to the employee for which he/she is eligible.
17. 'Pay' means basic pay in the pay scale or basic pay with a allowances as the case may be.

E. APPOINTMENTS

Notice inviting applications

For initiating 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 the AICTE and PCI guidelines, as amended from time to time. The competent authority as its sole discretion may authorize screening of applications, screening test and interview for appointment, which may be considered fit for different categories of vacancies.

Procedure for selection

All appointments to any post in the Institute shall be made by Managing Director of Institute on recommendation of selection committee constituted as per the norms of AICTE/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.

Appointment

Appointment of Teaching and Non-Teaching staff on full time basis including Director/Principal will be made in accordance with the recommendation of the selection

P. S. T.
DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH JAWALAMUKHI
DISTT. KANGRA (H.P.)

discharge his/her official duties satisfactorily etc. giving 3 months' notice or 3 months' salary in lieu thereof.

5. 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-July) year shall be forwarded for outside jobs.
6. All employees shall have to give three month notice in case he/she desires to be relieved on resignation and alternatively he/she shall pay 3 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. A leave account shall be maintained for each employee in an appropriate register.
3. An employee shall not take up any service or employment while on leave.
4. Principal shall be the competent authority to sanction all the leaves 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. All employees of the institute shall be entitled to 12 days of casual leaves other than the gazette leaves.
2. Casual leave in and one stretch should not exceed seven days in total period of 10 days, prefixing, suffixing or sandwiching with public holidays.
3. Casual leaves for half day for an employee can be granted for the forenoon or afternoon session.
4. In normal circumstances casual leave requires advance sanction. The employee has to make alternate arrangement for his/her work.

DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI
DISTT. KANGRA (H.P.)



Himachal Pradesh State Government/University scales of 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 the H.P State Government rates and rules as extended as annual increments by management are adapted from time to time to all regular employees of the college accordingly to permissible budget.
3. Regular increments shall be sanctioned by the Principal only after satisfactory performance of the employee and that also after recommendation from the respective Head of the Department in the prescribed Performa. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Managing Director is the sanctioning authority. In the case of employee in the office, the Principal is the sanctioning authority on the recommendation of office superintendent.

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

- Promotion in respect of members of faculty would be in tune with the guidelines of the Career Advancement Schemes (CAS) prescribed by AICTE, i.e. **Performance Based Appraisal System and the minimum prescribed scores in academic performance indicator** will be the criteria. The CAS also suggests the formulation of a screening committee including representative of Governing body, Principal, University Nominee and Subject Expert.
- 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 subject to the general disciplinary and conduct rules of the institute.
2. All the employees of the Institute are required to be present during working hours of the institute on all working days.
3. An employee of the institute shall devote his/her working time to the service of 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 liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to

DIRECTOR/COM PRINCIPAL
LAURENT INSTITUTE
OF PHARMACY, KATHOG
TEH. JAIWALAMUHI
DISTT. KANGRA (H.P.)



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.

Some permanent posts may be filled from existing employees as per the norms of AICTE/PCI or affiliating University.

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.

Probation

Unless otherwise specified, all appointments against the regular posts will normally be on probation period for one year. The period of probation may extend in individual cases as per the discretion of appointing authority.

Confirmation

After completion of probation period, an employee will be eligible for confirmation on the basis of self-appraisal report. The self-appraisal report will be submitted to the concerned department In-charge, who will forward the same to the appointing authority for needful.

Termination of/Resignation from Services

The institute reserves the right to termination the services of any employee by giving three months' 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 breach of trust, insobriety, addiction of drugs, dishonesty, loss of mental balance, found guilty of sexual abuse, neglect of duty or conduct considered detrimental to the interest of the Institute.

An employee also reserve the right to resign from the services of the Institute by giving three months' written notice exclusive of the period of the vacation availed during the notice period. The faculty members or technical staffs are generally 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. AICTE/UGC scales of pay as applicable from time to time shall be adapted to the post classified as teaching staff.

DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI
DISTT. KANGRA (H.P.)



Special Leave

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

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 20 days per calendar year.

Commutated Leave not exceeding half the amount of half-pay leave due may be granted on medical grounds to permanent employees subject to the following conditions:

- i. Commuted leaves 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.

Maternity Leaves

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

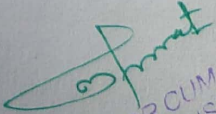
Faculty Improvement Program

The faculty members may be permitted to improve their academic qualification by attending courses/research work in higher institution for learning. 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.

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

Grant of Lien/ Extraordinary Leave

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


DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. MAWALAMUKHI
DISTT. MANGRA (H.P.)

LEAVE RULES FOR CONTINGENT STAFF

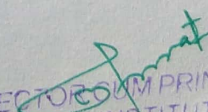
All the contingent staff of the institute is eligible are eligible for a casual leave of 12 days in a calendar year and other leaves of 12 days.

TRAVELLING ALLOWANCE, DAILY ALLOWANCE, LOCAL TRANSPORT

Employees of the institution when deputed 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 no allowance is granted to cover the expenses of family members travelling with them when on duty.

CONDUCT RULES FOR ALL EMPLOYEES

1. Every employee shall be governed by these rules and liable for disciplinary action in case of breach of these rules.
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 utmost loyalty and always act in best interest of the institute.
3. An employee shall be required to observe schedule hours of the working during which he/she must be present at the place of his/her work. 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 station 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 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.

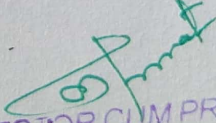

DIRECTOR (M) PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI
DIST. KANGRA (H.P.)



10. An employee who commits any offence or negligence of duty or does not act detrimental to the interest of the institute is subject to an enquiry and disciplinary action by the competent authority.
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. All employees are liable of disciplinary action for disobedience, misconduct and negligence of duty. 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.
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
 - Withholding increment/promotion
 - 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.
 - Suspension from services
 - Removal from services
 - Dismiss from services
3. An employee can appeal against disciplinary action by competent authority to governing body/management of the institute.


DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI
DISTT. KANGRA (H.P.)