



**AVANTHI INSTITUTE OF
PHARMACEUTICAL SCIENCES**

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

Gunthapally(V), Hayathnagar(M), R.R.Dist- 501512

HUMAN RESOURCES POLICY HANDBOOK



HR POLICY

SERVICE RULES

1.1 Scope & Definition:

1.1.1 These Rules shall be known as **AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES** service rules and shall here in after be referenced to as **SERVICE RULES**.

1.1.2 These SERVICE RULES are to define the service conditions of the employee of the Avanthi Institute of Pharmaceutical Sciences for reference, understanding and implementation.

1.1.3 These Service Rules are to regulate the conduct, discipline and allied matters of the employees of the Avanthi Institute of Pharmaceutical Sciences.

1.1.4 These Service Rules will apply to all employees, whether permanent or temporary who are in the whole-time employment of Avanthi Institute of Pharmaceutical Sciences unless otherwise provided by the terms of any contract or agreement or letter of employment.

1.2 Interpretation:

The Institution reserve the right to interpret these Service Rules and any supplementary rules or orders issued there under and such interpretation shall be final and binding upon the employees and every person concerned thereto.

1.3 Modification:

The Institution reserves the right to modify, cancel or amend any or all of the Service Rules or any supplementary rules or orders issued in connection with these service rules at any time.

1.4 Working Hours:

1.4.1 The hours of work of the employee shall be such, as notified by the Institution from time to time.

1.4.2 An employee may however be required by the Competent Authority to work on Sundays/Holidays/after college hours due to exigencies of work.



1.4.3 Every employee shall be punctually present in the College at the beginning time and shall not, unless otherwise permitted, leave the work place before the closing time.

1.5 Attendance:

1.5.1 Attendance shall be marked daily according to the methods prescribed by the Institution from time to time.

1.5.2 Every Employee shall be punctually present at the Institution at the opening time and shall not, unless otherwise permitted, leave the place of work before the closing time.

1.6 Holidays:

1.6.1 Every employee of the Institution shall be allowed a weekly holiday.

1.6.2 In addition to the weekly holiday, an employee shall be allowed in an Academic calendar year closed holidays including national holidays as per the list of holidays declared by the affiliating University for the affiliated colleges (i.e., J. N. T University) and second Saturday of every month.

1.6.3 An employee however cannot avail the summer holidays declared by the Competent Authority for the Students of the Institution, unless permitted by the Competent Authority.

1.7 Leave Rules:

1.7.1 An employee is allowed 14 days leave in a Calendar Year. The Competent Authority reserves the right to modify the leave entitlement with full wages from time to time.

1.7.2 Employees cannot avail the leave as a matter of right.

1.7.3 All leaves shall be applied for in writing to the Competent Authority well in advance. Sanction of leave may not be presumed and leave asked for shall not be availed of, unless it has been sanctioned.

1.7.4 The Competent Authority has the discretion to refuse the leave, ask the employees to postpone or curtail the leave due to exigencies of work. The Competent Authority has the



right to revoke the leave or recall an employee to the place of work during his leave period, due to exigencies of work.

1.7.5 Sundays and other Holidays may be prefixed and/or suffixed with the regular leave with the permission of the Competent Authority.

1.7.6 An employee cannot apply for leave before and after a Holidays. Holidays occurring during the period of leave will be counted as leave.

1.7.7 An Employee before proceeding on leave shall intimate the competent Authority his address while on leave and / or telephone number, and shall keep the Competent Authority informed of any change in his address or phone numbers previously furnished.

1.7.8 If an employee absents from duty without the prior permission of the Competent Authority such employee shall be liable for disciplinary action as decided by the Competent Authority. The decision of the Competent Authority shall be firm and binding on the employee.

1.7.9 If an employee could not attend the duty due to illness or injury suffered, intimation and apply for leave at the time of resuming duty. He/she may produce a medical certificate from the Hospital/ or Registered Private medical practitioner from where he has taken the treatment.

1.7.10 An employee shall not leave the headquarters without the prior permission of the Competent Authority.

1.7.11 Study Leave: All Teaching Staff desirous of pursuing PG Course or PhD (Full Time/Part Time) shall obtain permission from the Competent Authority to and execute an undertaking that he/she will serve the College for minimum 2 years. This condition shall be relaxed at the discretion of the Competent Authority. In case of Full-Time study, the employee shall not be entitled for salary and other benefits during the period of study leave. The Same rule shall apply to Non-Teaching Technical Staff desirous of improving their technical qualifications.

1.7.12 Medical Leave: All staff can avail medical leave facilities up to 15 days.

1.7.13 Maternity Leave: All women staff can avail maternity leave for a period of three to six months.



1.7.14 Paternity Leave: All men staff can avail paternity leave for a period of One week.

1.8 Appointments:

1.8.1 All appointments will be made by the Competent Authority to the teaching and nonteaching (technical and ministerial) posts as per requirement.

1.8.2 All appointments shall be made in respect of Teaching and non-teaching posts after seeking applications through open advertisements. Applications submitted personally or through e-mail by interested candidates may also be considered on basis of the merit.

1.8.3 The qualifications for the appointment of Principal, Teaching Staff, Physical Director and Librarian shall be as prescribed by PCI, New Delhi and where applicable, as prescribed by the Affiliating University.

1.8.4 All appointments, excluding administrative staff, shall be made on the basis of the recommendations of a duly constituted selection committee and approved by the Competent Authority.

1.8.5 All Appointments in the Institution are on permanent basis.

1.8.6 Appointment in all teaching posts made by the Institution may have to be ratified by the Affiliating University, in respect of which the Competent Authority shall take necessary action.

1.8.7 Appointment to all posts of Office staff and other supporting staff shall be filled on the basis of the vacancies as per requirement, by the competent authority. The qualifications shall be commensurate with the nature of the Job for which appointments are made. In respect of office staff, the minimum qualification is graduation with computer knowledge but can be relaxed by the Competent Authority depending on the skill and experience of the Candidate.

1.8.8 After accepting the Offer of Appointment, the employee is required to deposit their original certificates in the Institution. Such Original Certificates deposited in the Institution shall be returned to the employee either on termination of his service, or after acceptance of his resignation by the Institution or after retirement.



1.9 Salary & Wages:

1.9.1 Appointments of teaching staff shall be made on the scales of pay and allowances as per norms of PCI, New Delhi

1.10 Travelling Allowances:

1.10.1 Travelling allowance and daily allowance shall be paid to employees proceeding on official tours at the following rates. The rates are subject to revision by the Competent Authority from time to time. In respect of official tours, the employees shall take prior permission from the Competent Authority.

BY AIR: Actual Fare to destination for onward Journey only. (Subject to prior approval of Competent Authority)

BY TRAIN: Actual Train fare AC II Tier for Teaching Staff (By shortest route)

Actual II Sleeper Class for Non-Teaching Staff

In case of travel by Road, due to non-availability of Train Tickets, reimbursement will be made at actual or limited to the train fare of class of entitlement.

1.10.2 Employees proceeding on official tours are entitled to the following daily allowances and Hotel accommodation charges in respective of A, B or C Class Cities:

Daily Allowances Hotel Accommodation Charges:

Designation	Daily Allowances	Hotel Accommodation Charges
Principal	Rs.500/- per day	at actual subject to Maximum of Rs.2000/- per day
Teaching Staff	Rs.300/- per day	at actual subject Maximum of Rs.1500/- per day
Non-Teaching Staff	Rs.200/- per day	at actual subject to Maximum of Rs.1000/- per day

The rates shall be modified in deserving cases at the discretion of the Chairman. While claiming T.A Bills, the original receipts of payments made to hotels shall be enclosed.

1.11 Provident Fund:



1.11.1 All employees drawing salary up to Rs.6000/-per month shall subscribe to the Provident Fund / ESI compulsorily.

Employees drawing salary exceeding Rs.6000/- per month can also contribute to the Provident Fund voluntarily.

The monthly subscriptions to the Employees Provident Fund shall be recovered from the employee's salary every month at the rates as per the E.P.F Act,1952 or as prescribed by the Government from time to time.

All employees who have completed 2 years of service at AIPS are eligible for EPF entitlement. The employee needs to apply for the same to the Principal and upon successful resolution by the Governing Body.

1.11.2 Accounts Department of Avanthi Institute of Pharmaceutical Sciences shall remit the monthly subscriptions of employees-to-Employees Provident Fund Account I of the subscribers together with the Employer's contribution to the Commissioner of Provident Fund as per the provisions of the Employees Provident Fund Act.

1.11.3 Nomination facility available as per Employees P F Act.

1.11.4 Employees desirous to take loan / advance from their PF Account or withdraw their P.F. Account shall submit the prescribed applications through the Employer to the Commissioner of P.F for payment.

1.11.5 The annual statement of PF Accounts received from the Commissioner of P.F. will be given to the employees by the Accounts Department for verification and confirmation of the balance.

1.12 Termination / Resignation from Services:

1.12.1 The services of an employee may be terminated by the Institution by giving such notice as may be stipulated in the terms of his appointment. In the absence of any such specific provisions in the terms of his appointment, the services of an employee may be terminated by the Institution in the following manner:



"The Institution, at any time, may terminate the services of an employee without assigning any reason whatsoever."

1.12.2 An Employee resigning from the services of the Institution shall be required to give such notice as stipulated in the terms of his appointment. If there is no such stipulation in the terms of his appointment, an employee shall be required to either give two months prior notice.

OR

If, as per terms of his appointment, the employee is required to execute a bond in favor of the employer, the terms and conditions of such bond shall be made applicable in respect of acceptance of resignation

1.12.3 Special Circumstances:

Where an employee has been convicted for a criminal offence or where the Competent Authority is satisfied that it is expedient or against the interests of security to continue his employment, the Competent Authority shall remove or dismiss the employee from the services of the College without any notice.

1.12.4 Every employee before leaving the services of the Institution return all the property or equipment/ tools/instruments/library books and journals etc. belonging to the College issued or lent to him in connection with his employment in the institution . In case he fails to do so, the cost of such items not returned to the Institution shall be liable to be deducted from his pay or the amount due to him or recovered otherwise.

1.12.5 The final settlement of accounts of an employee leaving the services of the Institution on resignation or termination or retirement from the services of the Institution shall be made only after receipt of No-Dues certificates from the concerned departments and Library.

1.13 Conduct. Discipline and Appeal Rules:

1.13.1 Every Employee of the Institution shall at all time:

- Maintain absolute integrity.
- Maintain devotion to duty.
- Must be properly dressed.



Not indulge in acts which may damage the reputation of the Institution.

1.13.2 An Employee shall be deemed to be a whole-time employee of the Institution and shall not, except with the previous sanction of the Competent Authority, on such terms and conditions as may be prescribed by the Institution, engage directly or indirectly in any trade, business, or undertake any part time employment or private tuitions.

1.13.3 An employee may however without such sanction undertake honorary work of social or charitable nature or occasional work of a literary or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the College.

1.13.4 No permission is required for publications embodying one's researches or Books. No employee shall publish any letter in any news paper / journal or participate in any discussions to be telecast by the electronic media, which may cause embarrassment to any authority or damage the goodwill of the College.

1.13.5 It shall be the duty of every employee not to disclose any information, obtained by him in the course of his employment in the college, to outsiders or to make use thereof after leaving the services of the Institution.

1.13.6 If employees resort to public criticism of the administration or any other aspects of the college, it shall be deemed to be misconduct and disciplinary action shall be taken against such employee(s) by the Competent Authority.

1.13.7 No employee can take active part in politics or stand for elections, unless he is permitted to do so by the Competent Authority.

1.13.8 No. employee is permitted to criticize or encourage caste/regional/religious feelings among the students and staff of the Institution.

1.13.9 If an employee continues to remain absents from duty without any valid reasons without the prior permission of competent authority, he shall be liable for disciplinary action.

1.13.10 A teacher is liable to be punished for dereliction of duty and involve in misleading the students in to untoward activities by giving lectures on unethical, religious, political or any other aspects either in the class room or outside the campus, which in the opinion of the



Competent Authority, is objectionable and may cause damage to the reputation of the Institution.

1.13.11 Every employee shall be courteous in discharging his duties with other employees of the college, students, parents and general public.

1.13.12 Consumption of alcohol or drugs is strictly prohibited in the College premises. Employees should not indulge in these activities. If any employee is found indulged in such activities, disciplinary action shall be taken against him.

1.13.13 No. suit shall lie in any court against the college, with regard.

1.14 Emoluments and Benefits to Employee:

1.14.1 The appointing authority shall fix the initial pay of an employee appointed to a post in the College at any stage in the time scale attached to the post. The time scales for teaching staff are those prescribed by PCI.

1.14.2 An employee who is holding a post and is promoted to a higher post shall be entitled to draw a basic pay in the time scale of pay of the higher post at the stage next above his basic pay in the lower post.

1.14.3 In the case of an employee whose basic pay in the lower post is equal to or has exceeded the minimum basic pay of the higher pay-scale, his basic pay in the higher scale of pay shall be re-fixed by adding increments,

1.14.4 The Principal shall sanction the drawl of increments in the time scale to the employees.

1.14.5 Additional increments to an employee may be sanctioned by the Principal in specially deserving cases.

1.14.6 When an increment of an employee is withheld as a disciplinary measure, the competent authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments, i.e. with or without cumulative effect.

1.15 Retirement:



1.15.1 The date of retirement of Teaching Staff of the College is the date on which he completes 65 years.

1.15.2 The Principal shall have the power to re-employ after retirement in special cases teaching staff for a period not exceeding 5 years subject to the following conditions: Service during the period of re-employment shall not Count for the purpose of Provident Fund. The employee is eligible for the pay and other allowances as fixed by the Competent Authority.