



# SRI PADMAVATHI SCHOOL OF PHARMACY

Mohan Gardens, Vaishnavi Nagar, Tiruchanoor (PO), Chittoor (Dist.), AP - 517503

(Approved by AICTE, New Delhi, Approved by PCI, New Delhi, Affiliated to JNTUA, Ananthapuramu,  
Recognized Under 2(f) & 12(B) of UGC Act.)

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## Service rules, procedures, recruitment and promotional policies for Faculty

### A. Preamble:

1. These rules shall be called as 'Sri Padmavathi school of Pharmacy, Tiruchanur Service Rules'.
2. They shall be deemed to have come into effect from 1st June, 1997.

### B. Definitions:

1. 'College' or 'Institute' means Sri Padmavathi school of Pharmacy, Tiruchanur.
  2. 'Management' means 'LARDS' represented by Chairperson.
  3. 'Governing Body' means 'The Governing Body of the college' constituted as per A.I.C.T.E / UGC norms.
  4. 'University' means 'J.N.T.U.A', the affiliating University.
  5. 'Principal' means Head of the institution authorized by the Management to discharge the duties and responsibilities as defined by AICTE.
  6. 'Employee' means a person who is employed by the college including Principal.
  7. 'Vacation' means any break in an academic year which is a minimum of 10 days or more mostly in the month of May.
  8. 'Vacation Staff' mean employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
  9. 'Teaching Staff' cadres and strengths are in accordance with the AICTE norms.
  10. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths are in accordance with AICTE / AP State Government norms.
  11. 'Competent Authority' – Chairperson in the case of Principal and Principal in the case of other employees.
  12. 'Duty' - an employee is said to be on duty (OD) in the case of following.
    - a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
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b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.

c) When the employee is attending conferences, seminars, workshops, faculty development programs, quality improvement programs etc., duly permitted by competent authority, and

d) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.

13. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.

14. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.

15. 'Year' means calendar year/ financial year / academic year as the case may be.

### **C. Appointments:**

1. Appointment:

The Management/ Principal is the competent authority to appoint any employee. The appointment orders shall be issued by the Management/ Principal.

2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in the case of teaching staff and AICTE/ AP State Government / University norms in the case of Non-Teaching Staff.

3. Selection:

a) The rules prescribed for selection of employees from time to time by AICTE / University / AP State Government shall be followed.

b) A post shall be filled up by direct recruitment through open advertisement or by promotion from amongst qualified and eligible internal candidates as directed by the Governing Body.

### **D. Seniority:**

The matters related to seniority are finalized by the Governing Body of the college as per the procedure laid out by AP State Government/ University.

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## **E. Pay, Allowance, Increments and Promotions:**

### 1. Pay:

AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. AP State Government / University scales of pay shall be applicable from time to time to the posts classified as non-teaching staff.

### 2. Allowances:

DA, HRA and other allowances as per AICTE norms for teaching staff and AP State Government norms for non-teaching staff are extended by Management from time to time to all regular employees of the college.

### 3. Sanction of Increments:

a) Principal/Governing body is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization / Research contributions / previous salary drawn and experience at the time of appointment.

b) Regular Increments: The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee as recommended by the HOD.

### 4. Promotional Policy

a. The requirement to get promoted from Assistant Professor to Associate Professor is total experience of at least 5 years with Ph.D.

b. The requirement to get promoted from Associate Professor to Professor is total experience of at least 10 years with Ph.D. and at least 5 years of experience as Associate Professor.

## **F. General Service Conditions:**

1. All the employees of the college shall abide by the general rules of conduct as specified by the college.

2. All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.

3. An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is

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likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal.

4. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination.

5. No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.

6. An employee shall have to give three months notice in case he / she desires to be relieved on resignation. The resignation shall come into force from the date of acceptance of the resignation by the Management / Principal or the date of relieve, whichever is earlier.

7. For all employees in the college, an individual personal file and Service Register shall be maintained with regular updates as per AP State Government / affiliating university norms.

### **G. Leave Rules:**

#### **I. General guidelines:**

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind whenever the exigencies of service so demand.

2. A leave account shall be maintained for each employee in an appropriate form.

3. An employee shall not take up any service or accept any employment, while on leave.

4. Casual leaves are sanctioned to the employees by the Principal based on the recommendations of concerned Heads of the Department/Sections.

5. Any kind of leave may be granted in combination with or in continuation with any other kind of leave, except C.L. with prior approval.

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## **II. Casual Leaves:**

1. All employees of the college shall be entitled to 15 days of casual leave.
2. Casual Leave in one stretch shall not exceed seven days for a total period of ten days, including public holidays.
3. Half-day Casual Leave shall be granted to an employee, either in the forenoon or afternoon session.

In normal circumstances, casual leave requires advance sanction and the employee has to make alternate arrangements for his / her work prior to proceeding on leave.

## **III. Compensatory Casual Leave (CCL):**

All the employees are entitled for Compensatory Casual Leave in lieu of working on Sundays/Holidays. The CCL can be applied after completion of the Casual Leaves.

## **IV. Special Leaves:**

- a) The teaching staff is entitled to avail special leave up to a maximum period of 1 week in a calendar year to take up examination work in the college or outside; to attend conferences or seminars etc.
- b) Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for marriage of himself/herself or, their children as well as in cases of personal calamities or, bereavement.

## **V. Medical Leaves:**

All staff shall be granted medical leave, not exceeding 1 week in case of any serious illness, hospitalization or, medical complications, if any.

## **VI. Maternity Leave:**

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

## **VII. Faculty Improvement Programme / Study Leave:**

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institutions of learning.

The maximum number of faculty deputed is restricted to one member per department per year.

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In such cases the faculty member is entitled to receive half of his salary during his period of study.

The other conditions are as follows:

The faculty deputed must have served in this college for a minimum period of three consecutive years.

The period of study leave should be three years for Ph.D.

The teacher concerned should execute a bond on the required non judicial stamp to the effect that he / she shall serve the institution for double the period of study leave taken for the above programme.

The penalty in case of violation of bond will be double the amount received from the institute during the study period. Any extension of such leave shall be on loss of pay only.

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

### **H. Travelling Allowance, Daily Allowance, Local Transport etc:**

The employees of the college when deputed to out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the rules of AP State government in force from time to time.

a) Allowance for Presenting Papers in Seminar / Conferences etc. The regular teaching staff sponsored to present papers in seminars / conferences are eligible to claim travel allowance, in addition to reimbursement of registration fee. No D.A. is admissible.

b) Allowances for attending seminars, AICTE / UGC refresher courses etc. The regular teaching staff permitted to attend seminars as delegates, and to undergo refresher courses etc. as above are eligible to claim travel allowance. No D.A. is admissible. This provision does not apply to cases where the organizing agency/other agencies reimburse the T.A or, other expenses.

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## **RULES AND REGULATIONS – STUDENTS**

**The rules and regulations of the college are framed by the management and the principal to ensure a peaceful campus atmosphere.**

### **A. CONDUCT OF DISCIPLINE OF STUDENTS**

1. It shall be the bounden duty of every student to abide by the rules and regulation of the college, and to conduct himself with discipline and decorum in all places and under all circumstances.
  2. Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college.
  3. Students shall be clean and decorous in dress ,language and behavior
  4. Smoking, use of alcohol and drugs are strictly prohibited in the college premises. Students shall not enter the college drunk.
  5. Every student shall salute the members of the teaching staff on the occasion of first meeting them within the college premises and whenever he /she meets them in public.
  6. When teacher enters the class room, the student shall rise and remain standing till they are directed to sit or the teacher takes his seat.
  7. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
  8. Students who may be free during class -time not loiter on the veranda or on the premises of the college. During such time they are to be in the library.
  9. Every student handles the college property with care and shall do everything in his power to preserve cleanliness and tidiness of the furniture, building and the premises. Students shall not disfigure the walls, doors, windows and furniture etc.
  10. Except in the meeting of the various college associations, no student shall address any gathering in the college premises without the special permission from the principal.
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11. Megaphones, loudspeakers, mobile phones etc. should not be used in the campus without the principal permission.
  12. Posters, flags, memorial tombs, floral arches etc. should not be displayed in the campus.
  13. Indecent behavior towards the opposite sex will not be tolerated.
  14. Students should not invite or encourage outsiders to enter the campus.
  15. Rioting /agitating another group of students or against members of faculty on any reason what so ever is highly prohibited.
  16. If a student or a group of students or the entire students have any grievance of any kind what so ever, it should be brought to the attention of the Grievance cell.
  17. Ragging/teasing harassing/using words of abuse etc on junior students especially female students within the campus or outside is punishable/crime under police Act.
  18. Vehicles should be parked at respective places allotted for the purpose.
  19. In all matters not specified in the forgoing rules, students shall aim at conducting themselves respecting the rights of others so as to establish and maintain good tradition and reputation of the Institution.
  20. Any further rules and Regulations framed by the management and the principal from time to time also be binding all.

### **B. ATTENDANCE AND LEAVE OF ABSENCE**

1. Attendance will be taken at the beginning of each period. Late comers shall enter the class rooms only with the permission of the teacher.
  2. Students who leave the roll call without the permission of the teacher are liable to severe punishment.
  3. Application for leave of absence for more than 4 days due to illness should be supported by the medical certificates.
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4. Students absenting themselves from the college for more than fifteen consecutive working days without satisfactory explanation will have their names removed from the roll and treated as temporary removal
  5. A student sent out from the teacher shall lose attendance for the duration he /she is out
  6. A student requiring leave for a day or a part of a day should apply to the class teacher authorized by the principal.
  7. The responsibility of making sure that a student has earned the required minimum percentage of attendance (75% for the year) rests entirely upon the students. It is the responsibility of the student and the parent to find out from the class in- charges.
  8. The students are provided with Uniform and Identity card and they should wear neatly.
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