



Sri Indu Institute of Pharmacy

UGC Autonomous Institution, Accredited by NAAC (Grade "A")

Recognized Under Section 2(f) of UGC Act 1956.

Approved by PCI – New Delhi Affiliated to JNTUH- Hyderabad.

Sheriguda (V), Ibrahimpatnam (M), R.R. Dist-501510.

Phone: + 91-9391537555 Website: www.siiip.ac.in

Email: siiipoffice@siiip.ac.in

SERVICE RULES FOR FACULTY

As it is necessary to define the Service Rules, terms and conditions of appointment, leave, and other service matters of all employees, i.e., teaching and non-teaching staff employed in all the institutions managed by Sri Indu Institutions, and to provide for their duties, conduct, discipline, pay, and benefits payable to them, the management of Sri Indu Institutions has framed the following Rules and Regulations for the administration of the institutions under its management.

Faculty members are the main pillar on which the system of collegiate education rests. Teaching is the most important function of a faculty member and should be undertaken with utmost dedication and sincerity.

I. APPOINTMENT OF FACULTY

All faculty members are appointed on an ad hoc basis and are subject to ratification by the selection panel. Any faculty member who is not ratified may be relieved of duties based on the decision of the Management Committee.

1. All faculty members are required to serve for a minimum period of one academic year. Resignation during the middle of the academic year will not be accepted.
2. Willingness to continue in the Institute for the next academic year should be submitted before 31st March. Those who do not submit their willingness shall be deemed unwilling to continue their services in the Institute.
3. Once the academic year commences in June/July, resignations will not be accepted.
4. Faculty increments and promotions will be based on student feedback, results, self-appraisal, and assessments by the Principal and HOD.
5. The service of any staff member may be terminated at any time, without assigning any reason, for any of the following reasons:
 - Poor academic feedback from students.
 - Threatening students in the classroom or otherwise.
 - Misbehavior towards students.
 - Encouraging communal feelings or political activities.
 - Non-cooperation with the organization.

II. WORKING HOURS

All faculty members, including non-teaching staff, are required to be present in the college during official college working hours.

III. LATE COMING

All faculty members and staff are required to report to duty on time. Every three instances of late arrival shall be treated as one day of leave, resulting in one day's loss of pay. Late permission is allowed only up to 30 minutes; thereafter, it shall be treated as one late arrival.

IV. PERMISSIONS

No permission to leave the campus during college working hours shall be granted. If, for any reason, a faculty member needs to leave, he/she is required to obtain leave from the Principal only after arranging for class adjustments with another faculty member, endorsed by the HOD and authorized by the Principal.

V. LEAVES & ABSENCE

Leave is a privilege. Staff members should not cause inconvenience or loss to students while availing themselves of this privilege. Prior permission should be obtained, and alternate arrangements should be made before proceeding on leave. This ensures proper utilization of students' time and maintains discipline. This is an important aspect of a good teacher.

1. All senior teaching faculty and senior non-teaching staff who have completed one year of service in the Institute are entitled to 18 days of leave per academic year, effective from June to May. Faculty and non-teaching staff with less than one year of service are eligible for 12 days of leave per year. Faculty members may avail themselves of leave at any time, not exceeding three days at a stretch. Unused leave may be encashed in the month of July. If a faculty member avails more than three days of leave at a stretch, all such days shall be treated as loss of pay, even if leave is available. Any excess leave availed shall be treated as loss of pay at the end of the semester and academic year.
2. Sunday shall be considered for payment only if the faculty member is present on both Saturday and Monday. However, it is mandatory to be present on the last working day and the first working day of each semester. Absence on either of these days shall entail complete loss of pay for the duration of the terminal holidays.
3. Faculty members are required to apply for leave at least one day in advance after arranging for class adjustments and obtaining approval from the Principal. If advance application is not possible, the faculty member must inform the college by telephone before the reporting time and obtain permission. Unauthorized leave, failure to inform before reporting time, or absenteeism shall result in two days' loss of pay.
4. No leave shall be granted during Internal or External Examination periods.
5. The discretion to grant leave (advance or emergency) rests entirely with the Principal based on the recommendation or endorsement of the HOD.

VI. CONDUCT AND DISCIPLINE

- Every employee must abide by the conduct and discipline rules of the College and comply with all orders and directions issued by the Management from time to time. Employees shall work with utmost care and commitment towards

promoting the interests of the organization and shall demonstrate courtesy and professionalism in all activities.

- No employee shall engage in any business activity or part-time employment in any other organization, whether on a contractual or honorary basis, without prior written permission from the Management. However, an employee may undertake social, charitable, or artistic work with specific permission from the organization, provided such work does not interfere with official duties.
- Every employee shall maintain confidentiality regarding the activities of the Institution and its Rules and Regulations and shall not disclose, directly or indirectly, any confidential information to the public or other staff members without the permission of the Management.
- An employee shall not absent himself/herself from duty without obtaining prior permission from the organization. In unavoidable circumstances, a letter or message explaining the reasons for absence shall be submitted on the next working day.

VII. DRESS CODE & DECORUM

1. Faculty members are required to wear formal attire on all working days.
2. Male faculty members shall wear tucked-in shirts and black or brown leather shoes. During seminars or college functions, they shall wear a tie.
3. Slippers are not permitted.
4. The identity card issued by the Institution must be worn visibly at all times within the campus.
5. Mobile phones shall not be used in classrooms under any circumstances. Within the campus, they shall be kept in silent mode.
6. Faculty members shall maintain the highest standards of decorum in their interactions with others and serve as role models for students.

VIII. DEPARTMENTAL RESPONSIBILITIES

1. Faculty members shall report to the Principal/HOD upon arrival at the college for confirmation of the day's plan and assignment of any additional responsibilities.
2. Faculty members shall meet the Principal/HOD before leaving for the day for submission of daily reports, attendance registers, teaching diaries, and any other assigned work.
3. Faculty members must be present in the classroom at least five minutes before the commencement of the class and shall leave only after the next faculty member arrives. Subject attendance shall be taken at the beginning of each class.
4. Faculty members shall ensure compliance with student conduct rules regarding dress code, mobile phone usage, and punctuality.
5. Taking into consideration the number of working days and periods available for each subject, a month-wise lecture plan shall be prepared by each faculty member. Provision shall be made for syllabus revision before the end of the semester. In case of disruption of working days due to disturbances or faculty absence, extra classes shall be conducted to complete the syllabus.
6. Faculty members shall conduct internal examinations, evaluate answer scripts, declare marks, and compile results each month according to the session plan. Analysis of every mid-semester and semester-end examination result shall be submitted to the HOD/Principal.
7. Faculty members shall update the session status sheet with the Principal/HOD every weekend.

8. Mentors-in-charge shall discharge their responsibilities in coordination with the Principal/HOD for timely monitoring of student progress.
9. Faculty members shall utilize non-teaching days of the semester productively by writing articles, studying emerging issues, and presenting them in special seminars. This is intended to enhance the Institution's intellectual resources. The Institution shall support faculty members who contribute articles and participate in Faculty Development Programmes (FDPs).
10. Faculty members shall prepare subject plans in advance for the next semester in consultation with the Principal/HOD. Once finalized, changes are generally discouraged.
11. Faculty members shall make maximum use of LCD projectors in classrooms. They shall prepare teaching materials, including PowerPoint presentations, at least one month before the commencement of the semester and submit a completion report. The Academic Committee shall review and assess faculty preparedness during Faculty Development Sessions.
12. Faculty members shall be available for any academic or administrative assignments such as result analysis, special classes, management meetings, FDPs, MDPs, AICTE/JNTUH inspections, ISO activities, admissions, or any other institutional work assigned by the Principal/HOD/Management.
13. Faculty members shall function as a team within the department and are encouraged to offer suggestions for improvement. However, the organizational hierarchy shall be strictly followed.
14. The Principal/HOD shall coordinate all departmental activities to ensure smooth conduct, execution, and completion of academic work.
15. The HOD shall review the progress of syllabus coverage at the end of every month and report the same to the Principal. If the schedule is not completed, the HOD shall discuss the matter with the concerned faculty member and plan for completion of the backlog in the succeeding month.
16. Whenever faculty presence is required, faculty members shall remain until the completion of the assigned work. If their services are required during holidays, they shall report to the college. No additional compensation shall be payable for such service.
17. The primary duty of a faculty member is to disseminate knowledge in his/her subject to students.
18. Faculty members shall inform students about the schedule for syllabus coverage.
19. Faculty members shall plan seminars, tutorials, assignments, and other academic activities related to their subjects.
20. In addition to the lecture method, faculty members shall motivate students and enrich the learning process through group discussions, question-and-answer sessions, and other interactive teaching methods.
21. To achieve the best results, faculty members shall assign regular academic work to students, preferably every fortnight.
22. Faculty members shall maintain a synopsis of each lesson prepared by them. Wherever possible, copies of the synopsis shall be provided to students. The synopsis records shall be reviewed monthly by the Principal.
23. Remedial coaching shall be arranged for academically weaker students outside regular college hours. The HOD shall prepare a remedial coaching plan and submit it to the Principal.
24. Faculty members shall participate in student counseling programmes organized by the Principal. Each faculty member shall provide guidance to 20–30 students assigned to him/her regarding higher education opportunities and career

- prospects. Faculty members shall act as a liaison between the college administration and their wards and shall familiarize them with library facilities, sports facilities, traditions, rules, and regulations of the college.
25. Faculty members shall cooperate and participate in all co-curricular and extracurricular activities of the college.
 26. Faculty members shall accept membership of committees to which they are nominated by the Principal and discharge their responsibilities diligently.
 27. Faculty members shall attend all examination-related duties without fail.
 28. Faculty members shall perform any other duties assigned by the Principal, HOD, or Management from time to time.
 29. Faculty members shall also take part in community service activities and conduct useful programmes such as seminars and interface discussions involving local experts and stakeholders for the benefit of the community. The faculty member concerned may act as the moderator.
 30. Faculty members shall adhere to the workload prescribed by the Government and the concerned University from time to time.
 31. At the end of the academic year, the HOD shall submit the department and laboratory result analysis to the Principal in digital format.
 32. Any of the above rules may be modified by the Management from time to time.
 33. Every staff member shall account for and return any item borrowed from the Institute Library, Office, or any other department at the end of each academic year or upon leaving the Institution.

Faculty members are expected to appreciate that the interests of students are paramount and that well-defined systems lead to consistency in performance and continuous improvement. The above provisions are not intended to be punitive but to discourage unsystematic and unprofessional practices. Teamwork is of the highest importance and is a defining characteristic of the Institution's ethos.

With this objective in view, the Management seeks the cooperation of all teaching and non-teaching staff for the successful implementation of these guidelines and to help the Institution progress in the right direction.



PRINCIPAL
SRI INDU INSTITUTE OF PHARMACY
Sheriguda (V), Ibrahimpatnam (M),
R.R. Dist. Hyderabad-501 510