

**SERVICE RULES FOR GIRIJANANDA CHOWDHURY
INSTITUTE OF PHARMACEUTICAL
SCIENCE, GUWAHATI**

HATHKHOWAPARA, AZARA, GUWAHATI - 781017

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(Approved by Resolution No.....Of the Society Governing Body Meeting dated.....)

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1. NAME :

These rules shall be called Girijananda Chowdhury Institute of Pharmaceutical Science, Guwahati Service and Conduct Rules 2014 (Governing the conditions of service of teaching and non-teaching staff).

2. APPLICATION :

These rules shall apply to all teaching and non teaching employees of the Girijananda Chowdhury Institute of Pharmaceutical Sciences, Guwahati unless otherwise mentioned in the appointment order.

3. EFFECTIVE DATE :

These rules have come into effect from 1st August 2014 and shall supercede all the earlier rules.

4. DEFINATIONS :

- a) COLLEGE/INSTITUTION : Means Girijananda Chowdhury Institute of Pharmaceutical Science, Guwahati.
- b) MANAGEMENT : Means the Governing body/Executive Body of the Society represented by the Secretary of the Society.
- c) GOVERNING BODY OF THE INSTITUTE : Means the Governing Body of the institute formed in conformity with the relevant orders of the Government of Assam/University/AICTE as applicable from time to time.
- d) SECRETARY : Means the Secretary of the Society.
- e) UNIVERSITY : Means Assam Science and Technology University.
- f) PRINCIPAL : Means Principal of the institute or any other person authorised by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.

- g) **EMPLOYEE** : Means a person employed under the categories of teaching or non teaching staff including the Principal and Deans.
- h) **HEADQUARTERS** : Means the headquarters of the institute i.e. G N Chowdhury Building, Dr. J. C Das Road, Panbazar, Guwahati - 781001, Assam.
- i) **TEACHING STAFF** : The teaching staff comprises the following categories :
- 1) Principal.
 - 2) Deans.
 - 3) Professor.
 - 4) Associate Professor.
 - 5) Assistant Professor.
 - 6) Teaching Assistant.
 - 7) Any other category of post declared so by the Society.
- j) **NON-TEACHING STAFF** : Means those categories of staff that are not categorized under the teaching staff.
- k) **COMPETENT AUTHORITY** : Means a) Secretary of the Society in case of the Principal b) Principal in case of the other employees.
- l) **DUTY** : An employee is said to be "on duty" for the purpose of service benefits :
- 1) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
 - 2) When the employee is absent from duty on authorised holidays or permitted vacation.
 - 3) When the employee is attending conferences/seminars/summer schools duly permitted by the Competent Authority.
 - 4) When the employee is attending to the work assigned to him by the Competent Authority in the interest of the institution.
- m) **LEAVE** : Means leave granted by the appropriate authority to an employee to which he is eligible.
- n) **PAY** : Means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.
- o) **YEAR** : Means Calendar Year / Financial Year / Academic Year.

5. GENERAL :

- a) In respect of matters not specifically provided in those rules, the Governing Body of the Society shall be the Competent Authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.
- b) Rules requiring clarification and interpretation shall be referred to the Governing Body of the Society whose clarification or interpretation shall be final.
- c) Any other rule prescribed by the Government of Assam/University/AICTE given for adoption by self finances Engineering Colleges shall automatically form a part of the rules, even if the provisions in such rule/instruction contravenes with these rules.
- d) Unless otherwise stated, specifically, in terms of, appointment every employee is a full time employee of the institution and may be called upon to perform duties as may be assigned to him/her by the Competent Authority, if necessary beyond the scheduled working hours and on holidays whether compensated for or not.
- e) Every employee shall perform the duties assigned to him to the best of his abilities, and shall always act in the interest of the institution.
- f) All regularised employees of the college are subjected to the provisions of the Employees Provident Fund Act.
- g) A service register/book will be maintained for each employee and the relevant service entries shall be attested by the Competent Authority.
- h) The power to add, delete or amend these rules shall rest with the Governing Body of the Society and such additions, deletions and amendments will form a part of these rules effective from the date on which such additions, deletions and amendments is passed by the Governing Body of the Society.

6. SELECTION PROCEDURE AND RULES :

- a) The qualifications required for filing a post shall be such as may be determined by the Governing Body of the Society and the Governing Body of the Institute from time to time taking into consideration the norms prescribed by the Govt. Of Assam/University/AICTE.

- b) The Governing Body of the Society shall have the power to decide whether a particular post will be filled by open advertisement or by invitation or from amongst the members of the existing staff in conformity with the University rules and regulations.
- c) All teaching staff posts from Assistant Professor and above and any other post classified as teaching staff shall be filled up by open completion. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University.
- d) All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection Committee duly constituted by the Governing Body of the Society from time to time.
- e) The Selection Committee interviews the candidates invited for interview and makes its recommendations to the Executive Body, the names of the selected candidates being arranged in the order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However the appointment orders are issued in the order of merit.
- f) No act or proceedings of the Selection Committee shall be questioned on the ground, merely of absence of any member of the Selection Committee.
- g) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- h) The Governing Body of the Society may in special circumstances appoint persons (retired persons) on contract basis.
- i) Any other instruction given, or rule prescribed, from time to time, by the Govt. of Assam/Affiliating University/AICTE regarding the Selection procedure will automatically form a part of the rules/procedure of selection.

7. APPOINTMENTS, PROBATION AND SENIORITY :

- a) The Secretary of the Society shall be the authority for issuing all appointment orders.
- b) All initial regular appointments to teaching and non-teaching posts shall ordinarily, be made on probation for a period of two years.
- c) The Governing Body of the Society upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of

an employee for a period as found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

- d) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he, satisfactorily, completed probation.
- e) The rules governing probation will not apply to appointments made on ADHOC/Contract/Contingent basis or as Trainees.
- f) The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. However seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

8. PAY, ALLOWANCES AND INCREMENTS :

- a) AICTE scale of pay, as applicable from time to time, shall be adopted to posts classified as teaching staff, but, subject to approval of the Governing Body of the Society. However the Governing Body of the Society may temporarily appoint staff on consolidated pay in certain cases.
- b) The scales of pay as approved by the Governing Body of the Society shall be adopted for all posts not falling under the category of teaching staff. Dearness Allowances as per the Society norms shall be adopted.
- c) Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is more than seven days shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
- d) The Governing Body of the Society shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, the period shall be exclusive of any interval spent on leave or loss of pay, if it is for more than seven days.

- e) The Secretary of the Society shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment.

ADVANCE INCREMENTS :

- j) The Governing Body of the Society shall be the competent authority to sanction advance increments, in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification of experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.
- k) All teaching staff possessing M.Pharm and Ph.D. degrees at the time of recruitment are eligible for two and four advance increments respectively. The in service teachers are also eligible for the above increments (2 and 3 advance increments for M.Pharm and Ph.D degrees respectively) from the date of production of the relevant original certificates. They are eligible for this incentive once during their service.

9. RESIGNATION, TERMINATION AND RELIEF :

- a) The services of the teaching staff who have completed their probation period or who are on probation are liable to be terminated by the employer by giving one month notice or one month salary in lieu of such notice.
- b) The services of the teaching staff on temporary/adhoc appointments are liable to be terminated by the Employer by giving one months notice or one month salary in lieu of such notice.
- c) The services of all non teaching staff are liable to be terminated by the employer by giving one months notice or one month salary in lieu of such notice.
- d) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving one months notice or by paying one month salary in lieu of such notice to the Employer. The timing of resignation should be such that the incumbent will be relieved at the end of the academic year.
- e) Teaching staff who are on temporary/adhoc appointments can resign from service by giving one months notice or one month salary in lieu of such notice to the Employer.

- f) In case of the teaching staff who have completed the probation period and are seeking employment elsewhere only two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admissions to higher studies and for All India Service Examinations (such as IAS, IES, etc) will also be forwarded. However the Management is given discretion to relax the rule in appropriate cases based on the merits of the case.
- g) In the case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.,) will be forwarded.
- h) In the case of teaching staff who are appointed on temporary/adhoc basis and are seeking employment elsewhere, four applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.) will be forwarded.
- i) In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation period, two applications per year will be forwarded.
- j) In the case of non-teaching staff all applications for admission to higher studies will be forwarded.
- k) If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part notice period.
- l) If the employer issue termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- m) In all the above sub clauses of this article, notice period does not include vacation or leave on loss of pay granted to the employee.
- n) All applications for higher studies, seeking employment elsewhere, resignations etc will be considered as per their applicability only if the same falls at the end of the semester. Otherwise necessary action legal or otherwise will be initiated for all losses incurred by the institution due to the faculty members/other staff's absence.

10. CONDUCT RULES :

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always, act in the interests of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal, in writing, through the respective HOD or the principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall subscribe or aid or assist in any manner to any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- f) No employee can engage himself or herself in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the college.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall except with prior permission of the competent authority, recourse to the press for the vindication of any official act of the college

which has been the subject matter of criticism or attack of defamatory character.

- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college will be subjected to an inquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body of the Society and thereon their decision will be final and binding on the employee.
- l) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts deterrent punishment.

11. DISCIPLINARY ACTION :

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.
 - i) Censure
 - ii) Withholding increments/promotion
 - iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
 - iv) Suspension
 - vi) Dismissal from service.

12. EXPLANATION :

- a) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
- b) The penalty under (iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- c) If the competent authority feels it necessary to constitute an Inquiry Committee as a part of the procedure for taking disciplinary action, the Inquiry Committee shall consist of three members, which may include the Principal of the College and two other members appointed by the Governing Body of the Society. No teacher of the College other than the Principal shall be on the Committee.
- d) Before any of the penalties specified in Rule 11(b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to appeal against the disciplinary action. The employee shall be required within a reasonable time to put in a statement in writing of his/her defence and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the ground thereof.
- e) The requirement of sub-rule 11(f) shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him/her.
- f) All or any of the provisions of sub-rule 11(f) may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.
- g) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

APPENDIX

The authorities competent to impose the punishments and to deal with appeals shall be as follows :

S. No.	Nature of punishment	Competent authority	Appellate authority
1)	Censure	Principal	Executive Body
2)	Withholding of increment and promotion	Executive Body	Governing Body
3)	Reduction to lower rank etc.	Executive Body	Governing Body
4)	Recovery from Pay etc.	Executive Body	Governing Body
5)	Suspension : a) Pending enquiry b) As a punishment	Executive Body Executive Body	Governing Body Governing Body
6)	Removal or dismissal	Executive Body	Governing Body

13. RECORD OF SERVICE :

There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his/her service in the College. The file shall contain in particular, a Service-Book giving a history of his/her service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The Service-Book shall also contain a leave account of the employee showing a complete record of all leave (except casual leave), earned as well as unearned taken by him/her.

- The college shall maintain Service Book of each regular & confirmed employee in proper form.
- Annual confidential reports and annual performance appraisals on the work and conduct of each employee shall be maintained properly.

14. WHOLE TIME OF AN EMPLOYEE :

- Unless in any case it is expressly provided for, the whole time of an employee shall be at the disposal of the College and he/she shall serve the College in such capacity and at such places as he/she may, from time to time, be directed by the supervisor/HEAD.

- An employee of the College may be called upon to perform any work as may be assigned to him/her in the interest of the College.

15. ANNUAL INCREMENTS :

Annual Grade Increment shall ordinarily be drawn as matter of course, unless it is withheld and will be entered in the Service Book with effect from the due date. No increment shall be withheld without assigning specific reasons in writing. An employee shall have the right to appeal to the next higher authority against the decision to withhold annual grade increment. In the case where appointing authority is the SOCIETY the appeal shall lie with the SOCIETY for review. A report about the work and conduct shall be called from the HOD/Dean(Academic)/Principal at the time of awarding annual increment.

16. LEAVE RULES

1. GENERAL

- a) These rules shall be called the Girijananda Chowdhury Institute of Pharmaceutical Science Leave Rules, 2014.
- b) They shall be deemed to have come into effect from 01-08-2014 and shall be applied to all the employees of the college.
- c) A leave account shall be maintained for each employee in an appropriate form.
- d) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- e) The sanctioning authority may recall any employee to duty before the expiry of his/her leave.
- f) Unauthorized absence from duty may be treated as misbehaviour inviting disciplinary action.
- g) An employee on leave shall not take up any service or accept any employment.
- h) Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.
- i) An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.

- j) The Principal shall be the authority competent to grant leave to all the employees, in case of the Principal the Secretary of the Society shall be the authority to sanction leave.

2. CASUAL LEAVE :

- a) All employees are entitled to 12 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year. Appendix – Casual leave form.
- b) Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- c) Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave.
- d) It is necessary to get prior sanction of CL by reporting to the authority.
- e) In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. CL of Head of the Department is sanctioned by the Principal / Director. The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL.
- f) CL cannot be equated with Maternity Leave or vice versa.
- g) In the event of transfer of an employee the unused CLs are carried over.

3. ON DUTY LEAVE :

OD is granted to an employee when the University / Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out for the institute, University or State Appendix – On Duty form.

4. MATERNITY LEAVE :

- a) Maternity leave may be granted to a female teacher for 3 months.

- b) A lady employee with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 3 months subject to the submission of a medical certificate.
- c) A lady employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.
- d) In all other cases the Principal fixes a period of leave to be granted as Maternity Leave without pay.
- e) A lady employee, availing Maternity Leave, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- f) Not more than 2 Maternity leaves can be availed by a lady employee while in service at the Institute.

5. STUDY LEAVE :

- a) A Study Leave of maximum six months is granted to an employee who has served the Institute for a period of minimum ten years without break in service. This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work career advancement etc. The employee is entitled to full pay and benefits during the period of Study Leave. A proof of having effectively used the Study Leave is required to be submitted to the Institute on resuming duties. A teacher may be able to avail herself/himself of this leave only once for a total span of ten years. This leave will be granted upon the recommendations of the Governing Body based on the merit of the case.
- b) Based on the requirements of the individual departments and the recommendations of the Principal, the Executive Body/Governing Body may grant study leave to Teaching Staff member per year for higher studies.

6. SPECIAL LEAVE :

- a) A maximum of 10 days special leave will be granted for marriage of the teaching/non-teaching staff. Sundays and other holidays falling in this period will be counted in special leave period.

- b) On the death of father/mother a male member of the faculty, non-teaching staff will be granted a maximum of 15 days leave with full pay and lady member of the same a maximum of 5 days leave with full pay.

7. ACADEMIC / MEDICAL LEAVE :

An Academic/Medical leave of maximum 15 days in a calendar year is admissible which is not permissible at a stretch (except some special cases). Maximum 8 days (January-July session) and 7 days (August to December session).

Academic Leave : This leave shall be used for the following purpose :

- a) For Admission / Re-admission, appearing in examination / Text program. Report presentation and other Academic related purpose.
- b) For Attending / Presenting papers at National / International level seminars, conferences, etc.

Accumulation and Earning against not availing leave is not applicable in case of this Academic leave / Medical leave

Medical Leave :

- a) All such leave application has to be supported with a certificate from registered Physician and approved by the Principal, GIPS.
- b) Medical leave for not less than 2 days and the maximum limit as mentioned above will be allowed.

8. LEAVE WITHOUT PAY :

- a) If proper documents duly signed are not submitted in stipulated time to the Personnel Manager, leave may be treated as Leave Without Pay.
- b) A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury or for any exceptional personal or institutional reason.
- c) Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- d) If the quantum of Leave Without Pay is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting

documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

- e) If any staff member is absent from duty without prior or later permission, such period of absence will be considered as Leave Without Pay. Such absence will also be considered as a Break-in-Service.
- f) Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LWP. Such absence will also be considered as a Break in-Service.
- g) Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay.
- h) Leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years service.
- i) Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- j) Should a position be not available upon the expiry of the leave of absence or return to work, they may request the management for an extension until such time as a position for which the employee is qualified becomes available.

SANCTION OF LEAVE :

Head of the Department/Principal must sanction the leave application form of an employee before forwarding the same to the Management. All leaves except Casual Leave and Maternity Leave must be notified to the Management within 4 working days in advance or else they will be treated as Leave Without Pay. The sanctioning authority of all types of Leaves for the Faculty and Technical Staff shall be the Principal while the Dean (Administration) shall sanction the Leave for all Administrative Staff and other supporting staff. The Principal shall get his leave sanctioned by the Secretary.

PART - II
THE DUTIES AND RESPONSIBILITIES OF
THE TEACHING STAFF

1. GENERAL :

- a) The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows :
 - i) Principal 4 hours / week
 - ii) Dean / Professor 8 hours / week
 - iii) Associate Professor 12 hours / week
 - iv) Assistant Professor / Teaching Assistant 16 hours / week

For the above stipulations, two tutorial hours/two laboratory/two Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

- d) Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- e) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- f) The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

2. DEPARTMENT :

- a) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- b) The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD, Dean (Academic) and the Principal in academic, co-curricular or extracurricular activities.
- d) Every Faculty Member must give a seminar on some topic at least once in each semester.
- e) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted and reported to the Academic Cell.
- f) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- g) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

3. CLASS ROOM TEACHING :

- a) Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- b) The Faculty Member should get the lesson plan and course file – approved by HOD and Dean (Academic). The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.
- c) The Faculty Member's Academic Diary must be regularly updated and put up for inspection by HOD and the Dean (Academic) as the case may be.
- d) The Faculty Member should refer to books other than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
- e) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

- f) The Faculty Member should engage the full 50 minutes and should not leave the class early.
- g) The Faculty Member should make use of LCD projectors, OHP, Models etc., as teaching aids.
- h) The Faculty Member should encourage student interaction during the class hours.
- i) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- j) The Faculty Member should take care of academically backwards students with special attention to their needs in special classes.
- k) In problem oriented subjects, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- l) The Faculty Member should sign in the class log book every day after he/ she finishes the lecture.
- m) The Faculty Member should interact with the class coordinator or counsellor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- n) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- o) The Faculty member should regularly visit the library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- p) The Faculty Member should make himself/ herself available for doubt clearance.
- q) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

4. LABORATORY :

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be corrected on the same day or if not in the next class.

5. TEST / EXAM :

- a) While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD and Dean (Academic) for approval.
- b) During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.
- c) Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Dean (Examination). (Class co-ordinator and HOD concerned in the case of cycle test / Model Examination).
- d) The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to the Examination Branch with remarks.
- e) The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

6. STUDENT - FACULTY REPORT :

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the class coordinator, HOD and the Dean (Academic).

- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

UNDERTAKING BY THE MEMBER :

Every member of the faculty should carefully read and understand the above "***Duties and Responsibilities***" and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below :

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Girijananda Chowdhury Institute of Pharmaceutical Science, Guwahati.

Signature : Name & Designation