



MARRI LAXMAN REDDY INSTITUTE OF PHARMACY

(Approved by AICTE & PCI, New Delhi and Affiliated to JNTUH)

Dundigal - Gandimaisamma (V) &(M), Medchal (Dt), Hyderabad, Telangana - 500 043.



Academic Rules and Regulations for Faculty

(w.e.f. 2021-22)

About MLRIP



To be an educational Institute of par excellence and produce competent pharmacy professionals to serve the community through research and the ever-increasing needs of Industry.



1. Imparting quality education and innovative research for various career opportunities.
2. Creating conducive academic environment to produce competent pharmacy professionals.
3. Indoctrination of students adorned with high human values and make them aware of their responsibility as health care professionals.

Program Educational Objectives

PEO 1: To produce graduates with sound theoretical knowledge and technical skills required for their career opportunities in various domains.

PEO 2: To incite the students towards research and to address the challenges with their innovative contributions for the benefit of the mankind.

PEO 3: To instill the essence of professionalism, ethical commitment to become a health care professional with sound integrity and adherence to the core human values in the service of the society.

PROGRAM OUTCOMES

1. **Pharmacy Knowledge:** Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioral, social, and administrative pharmacy sciences; and manufacturing practices.
2. **Planning Abilities:** Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.
3. **Problem analysis:** Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.
4. **Modern tool usage:** Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.
5. **Leadership skills:** Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfillment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and well-being.
6. **Professional Identity:** Understand, analyze and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).
7. **Pharmaceutical Ethics:** Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behavior that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.
8. **Communication:** Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.
9. **The Pharmacist and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.
10. **Environment and sustainability:** Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
11. **Life-long learning:** Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self-assess and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.

Academic Rules and Regulations for Faculty- A hand book

D) Faculty Selection Committee:

The purpose of Faculty Selection Committee is to approve and finalize new Appointments and review performance from time to time and decide on promotions, Rewards and Recognitions. The rules and policies regarding recruitment and promotion are as per AICTE and University norms. Any other function that may be entrusted from time to time by the Governing Body.

Service rule procedures, recruitment, and promotional policies.

List of the published rules, policies and procedures, year of publications, awareness among the employees/students, availability on web etc.

i) PLANNING:

Human Resource Planning

- The Principal shall assess the staff requirement for the subsequent academic year in the month of April every year.
- The Principal will obtain the staff requirement lists from all the head of departments and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- The Principal will consider appointment of a Professor as the Head of every discipline, besides the number of Associate Professors and Assistant professors required in accordance with the teacher student ratio prescribed therein.
- The teacher student ration shall be 1:15 and for this purpose the Principal shall also be included in counting the number of teachers.
- The minimum contact hours during the week for each category shall be maintained as follows:

Principal	04
Professors	08
Associate Professor	12
Asst.Professor	16

- Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts. University nominee will also be as one of the selection committee members.

ii) Recruitment

Faculty Selection Committee:

Constitution of Faculty selection Committee:

The constitution of selection committee shall be as laid by State Govt. G.O's issued/other statutory bodies from time to time. The extract of university selection committee norms are as follows.

Sl.No	Post	Composition
1	Assistant Professor	<p>A) For Appointment of Assistant Professor the members of the Selection Committee shall include:</p> <ol style="list-style-type: none"> 1. Chairperson of the Governing Body of the College / Institute or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee. 2. The Principal of the College / Institute. 3. Head of the Department of the concerned subject. 4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. 5. Two subject-experts who are not connected with the College / Institute to be nominated by the

2	Associate Professor	<p>Chairperson of the governing body of the College / Institute out of a panel of five names approved by the relevant statutory body of the University concerned.</p> <p>6. An academician representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.</p> <p>7. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.</p> <p>B) For Appointment of Associate Professor, the members of the Selection Committee shall consist of</p> <ol style="list-style-type: none"> 1. The Chairperson of the Governing Body or his/her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee; 2. The Principal of the College / Institute, 3. The Head of the Department of the concerned faculty from the College / Institute. 4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College / Institute Development Council or equivalent position in the University, and the other must be expert in the concerned subject. 5. Two subject-experts not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College /
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		<p>Institute out of a panel of five names approved by the by the relevant statutory body of the University.</p> <p>6. An academician representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.</p> <p>The selection process for Professor and will be at the University level by a selection committee with the following constitution:</p> <table border="1"> <thead> <tr> <th>Sl.No.</th> <th>Role</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Chairman</td> <td>Vice- Chancellor</td> </tr> <tr> <td>2.</td> <td>Member</td> <td>Nominee of the Vice-Chancellor other than subject expert</td> </tr> <tr> <td>3.</td> <td>Member</td> <td>Director Academic & Planning</td> </tr> <tr> <td>4.</td> <td>Member</td> <td>Head of the affiliated College / Institute – Principal</td> </tr> <tr> <td>5.</td> <td>Subject Expert-1</td> <td>BOS Chairperson of Concerned faculty of the University</td> </tr> <tr> <td>6.</td> <td>Subject Expert-2</td> <td>Nominated by Vice Chancellor</td> </tr> <tr> <td>7.</td> <td>Member</td> <td>Senior Professor of the concerned subject of the University</td> </tr> <tr> <td>8.</td> <td>Member</td> <td>Chairman of the College / Institute Management</td> </tr> <tr> <td>9.</td> <td>Member Convener</td> <td>Registrar</td> </tr> </tbody> </table> <p>The quorum should have at least five members</p>	Sl.No.	Role	Designation	1.	Chairman	Vice- Chancellor	2.	Member	Nominee of the Vice-Chancellor other than subject expert	3.	Member	Director Academic & Planning	4.	Member	Head of the affiliated College / Institute – Principal	5.	Subject Expert-1	BOS Chairperson of Concerned faculty of the University	6.	Subject Expert-2	Nominated by Vice Chancellor	7.	Member	Senior Professor of the concerned subject of the University	8.	Member	Chairman of the College / Institute Management	9.	Member Convener	Registrar
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4.	Principal	<p>including two subject experts. The regular Selection Committee nominees are not empowered to do the selections for Professors.</p> <p>For Appointment of Principal the members of the Selection Committee shall include Chairperson of the Governing Body as Chairperson.</p> <ul style="list-style-type: none"> • Two members of the Governing Body of the College / Institute to be nominated by the Chairperson of whom one shall be an expert in academic administration. • One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of College / Institutes notified/declared as minority educational institutions, two nominees of the Chairperson of the College / Institute from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert. • Three experts consisting of the Principal of a College / Institute, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College / Institute) out of a panel of six experts approved by the relevant statutory body of the University concerned. • An academician representing SC/ST/OBC/
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		<p>Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.</p> <ul style="list-style-type: none"> • At least five members, including two experts, should constitute the quorum.
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iii) Orientation

- Every teacher appointed in the college shall be given a brief introduction about the College by the Principal or his nominee on the day of his/ her joining.
- The Principal shall take/send him/her to the department of his/her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- The HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc. by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

iv) SALARIES & INCENTIVES:

Positions and pay scales

- The College will have the following positions of hierarchy in the teaching departments
 - Principal
 - Special positions, including Deans and Section / Department Head / Directors / Coordinators
 - Professors
 - Associate Professors

- Sr. Assistant Professors
- Assistant Professors
- In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.
- The College Office will have the following positions of hierarchy in the administrative department.
 - Administrative Officer, Special Officer, Secretary to Chairman
 - Cashier, Accountant, Receptionist, Office Superintendent.
 - Clerical Assistants, Office Assistants
- The Scales of pay for various teaching positions will be as per AICTE as follows:
 - Principal Rs.37,400-67,000-AGP 12000/-
 - Professor Rs.37,400-67,000-AGP 10000/-
 - Associate Professor Rs.37,400-67,000-AGP 9000/-
 - Assistant Professor Rs. 15600-39,100-AGP 8000/-

Additional Qualifications and Previous Experiences carry the following monetary benefits:

- Ph.D in Pharmaceutical Sciences : Rs.5,000 or equivalent increments
- Ph.D in Science/Humanities: Rs.3, 000/- or equivalent increments.
- Previous Experience: One increment per each one year of Experience

- Scales for Administration Staff:

Superintendent:4850-150-5300-170-6150-200-7150-250-8400-300-9900-350-10250/-

Sr. Assistant/Accountant, Typist II/Steno-II: 3950-120-4550-150-5300-170-6150-200-7150-250-8150/-

Jr. Asst/Typist: 3130-80-3450-100-3950-120-4550-150-5300-170-6150/-

Lab Asst. : 850-150-5300-170-6150-200-7250-250- 8400-300-9900-350-10250/-

Programmer : 4190-120-4550-150-5300-170-6150-200-7150-250-8400-300-6700/-

Record Asst.: 2750-60-3050-80-3450-100-3950-120-4550-150-5150/-

Attender/Watchman/Sweeper: 2550-50-2750-60-3050-80-3450-100-3950-120-4550/-

In addition, staff can be given additional benefits of Rs.125/250/500 or one/multiple increment(s) equivalent for his/her additional skills or bachelor or Master degrees.

Previous experiences carry an increment of Rs.75/- per year of experience. Lab Assistants get Rs.2500/- or Rs.2000/- based on their diploma or MSc qualification and experience.

v) Dearness Allowance

In addition to the Basic Salary a monthly dearness allowance shall be extended to the Faculties in the following manner from the academic year 2005-2006

- Professors shall be extended full DA as per Sate Govt. rules.
- Assistant Professors and Associate Professors with PG Qualification in Pharmacy shall be given old D.A during their one year of Service at MLRIP.
- Assistant Professors and Associate Professors with PG Qualification in Pharmacy shall be extended full D.A after one year of Service at MLRIP.
- Others are eligible for full D.A on completion of 2 years of service at MLRIP.

Management can also decide higher D.A components, special pay and other allowances for Assistant Professor, Associate Professors, Professor, Principal and Special Posts.

vi) Yearly Benefits

- Staff members are eligible to the increments Prescribed at the end of 12 months service in the institutions.
- Additional increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

vii) Staff Benefits

- All Faculties and Staff Members are covered under Group Insurance Policy.
- All the Faculties and the staff members are eligible for EPF scheme. The Management contributes 12% of the pay subject to the ceiling of Rs.780 per person, towards the Employer's Contribution to the EPF scheme.
- The management provides subsidized mess and transport facilities to all faculty and staff members.

- After the completion of one year service with the college staff members can avail interest-free loan of maximum of Rs.5000/- towards Children Education/Medical.

II) LEAVE

i) Annual/Earn Leave

- The Teaching staff of the college will be eligible for annual leave/earned leave after completing the years of service on the following basis.

	Non-Teaching	Faculty
• For the first & 2 nd year of service: days	3 days	06
• From the third year to 10 years of Service: days	4 days/annum	08
• After 10 years of service: days	5 days/annum	10

- The annual leave can be availed during the annual vacation/break period, unless under special circumstances the Principal grants it on the basis of the merit of the case.
- The annual leave can also be against leave due to sickness or maternity.
- In addition, the Management can give 45 days' paid maternity leaves to cases with more than 2 years of service.
- The annual leave can be accumulated up to 120 days during the service.
- Where the member leaves the service under the circumstances that he had left the college causing any pecuniary loss to the college, encashment of leave at the time of separation will not be available.
- Faculty members with service above 3 years can encash their earned leave on approval.

ii) Leave Encashment

- Staff member with service above 3 years are eligible to encash their earned leave of maximum 15 days on approval of the Principal.
- Staff member shall apply for earned leave encashment to the Principal in writing.
- Staff member shall be granted encashment of earned leave based on the basic pay and allowances paid at the time of actual encashment.
- Income-tax payable on such encashment shall be deducted from the amount payable and the balance of amount is paid to the staff member.
- A staff member can apply for further encashment with a gap of three years of any earned leave encashment.
- Earned leave encashment is a privilege extended to the staff member and it can not be claimed as a matter of right.

iii) Maternity Leave

- All the women staff members who have completed 2 years of service are eligible for maternity leave.
- Maternity leave can be sanctioned only twice in service period with a gap of 3 years.
- Maternity leave shall be applied at least 10 days before. The doctor's suggestion on the reason and rest requirement shall be enclosed with the application in writing to the Principal.
- Staff member can proceed on maternity leave only on receiving the sanction order of the leave.

iv) Casual/Study Leave

- The teaching staff will be eligible for one day of casual leave with pay every month. It can be accumulated in a calendar year and availed with Principal's approval.
- The teacher who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full time) or 100% (Part time) pay during such leave.

- The teacher will sign an agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Chairman on case to case basis.
- The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
- Staff members availing facilities for full time study need to sign agreement with the management to serve the institution for five years (PH.D) or three years (M.PHARMACY. or Ph.D. course work), along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.
- Staff members undergoing part time programs need to sign agreement with the management to serve the institution for One year after obtaining the qualification along with sureties. In case of breach of agreement, staff member has to repay amount equivalent towards on duties or six month's salary whichever is higher, to compensate losses incurred by the management and towards breach of faith.
- Staff member undergoing part-time programs can have flexi timing and On-Duties. They can't leave the institution during the program tenure and in case of any premature departure; they have to repay the amount as per the stipulation cited above.
- Higher educational programs need to be completed in stipulated time of two or three years.

v) On-duty Assignments

- The College can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programs.
- The period of absence due to such assignments shall be treated in the following manner:
 - Where the assignment is under arrangement between the college and the other unit, the staff will continue to receive the pay and the perquisites from the college.

- Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/ her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the college.
- Under such circumstances, the Principal/Chairman shall decide the leave, based on current responsibilities and requirements in the college.
- Where the staff is proceeding on a training programme duly sponsored by the college, the entire period will be treated as on duty he/she will be eligible for the pay and perquisite as though has been working in the college during such period.

III) PROMOTIONS

i) Promotion policy

- All promotion shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.
 - There shall be vacancy existing at the next higher cadre as per the PCI prescribed staff pattern and cadre ratio.
 - The staff member should have obtained the qualification prescribed by PCI for the post to be considered.
 - The staff member should have completed the years of service as prescribed here under to be considered for the vacant post.
- Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position based on the promotion Committee Decision, subject to however he/she had completed the years of service as prescribed qualification.
 - Sr. Assistant Professor : 3 years for M. Pharmacy
 - Associate Professor : 5 years for M. Pharmacy Graduates or 3 years for Ph.D.

- Professor : 5 years of service at Associate Professor Level.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- All decisions on Promotions shall be taken up from the month of June every year.

IV) RETIREMENTS

i) Retirement form Service

- All teaching and non-teaching staff retires on completing the age of superannuation, which is 60 for teaching and 58 non-teaching which can be relaxed by the Chairman.
- When a faculty member completes the age of superannuation on a day falling during the academic year, he/she shall be retired on the 1st of May of the succeeding year.
- The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and special category appointments.

ii) Retirement Benefits:

- All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of joining the College.
- Casual Leave can be availed during vacation, along with Annual leaves.
- The College contributes 13.6% of the pay subject to the ceiling of Rs.780 per person, towards the Employer's contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme.
- The College shall remit both the contribution as stated above to the EPF Scheme authorities.
- The College shall pass on the annual statements pertaining to the Employees. as released by the EPF authorities, to the concerned employee.

- The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
 - Gratuity, if any, payable under Payment of Gratuity Legislation.
 - Encashment of salary towards accumulated leave on his/her Annual leave account.
 - Arrears of Salary, if any, payable.

V) Resignation/Termination of employees:

i) Exit Policy on Resignations: - In general no resignation shall be accepted once the class work has commenced during the semester. However the following rules are applicable in such cases.

- An employee shall have to give a notice of one month in case he resigns during the months of April or October,
- In case an employee resigns in the months of May or June he/she has to give a notice of two months.
- In case an employee resigns during any month of the year i.e. January, February, March, July, August, September, November & December, he has to give a notice of three months for resignation to his post.

In lieu of the above, said notice period an employee with the approval of the management can pay the salary for one month, two months or three months based on the month in which the resignation is submitted.

➔ Management has powers to relax the conditions in very special cases.

VI) DISCIPLINE AND GRIEVANCES

Code of Conduct for Teachers

i) Dress

- All employees shall be dressed appropriately on all occasions. Uniform wherever applicable should be worn with pride.
- All employees will wear Identity Cards in the College Campus.

ii) Punctuality:

- All employees shall be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
- All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- Teachers shall be at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action fit is within his/her power or reporting the matter to the Principal.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned and institutional functions and carry out responsibilities assigned by employing best of their skills and attention. It is mandatory to attend functions in August 15 (Independence Day) and January 26 (Republic Day).
- Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.
- Faculties and Staff members shall not receive gifts of any kind from the students or their parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of
 - Preparation for the particular day's classes, with latest information added to earlier course content.
 - Keeping all teaching and material required for conducting the class in an orderly manner.
 - Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - Following up assignments and tests given to students, evaluating on time and giving feedback to the students.

- Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers shall observe good personal conduct in terms of
 - Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - Not entering into quarrels, fights or any act of disrespectable nature.
 - Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - Not to affiliate with any political organization, this might cause conflict of interest with the duties of a teacher and the reputation of the institution.

VII) Disciplinary Procedures

- Any teacher who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
- If teacher commits an act of misconduct or by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories.

- Memo and Censure.
 - Warning in writing, with recovery of amount, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
 - Any staff member receiving more than two memos or warnings will be given punishments mentioned in core.
- Where the punishment proposed is in the categories above the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing Principal of natural justice.
 - The Principal shall report the proceeding periodically to the Chairman.

VIII) Grievances:

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of three senior faculty/staff members.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The grievance committee shall:
 - Have a Coordinator to monitor the proceedings
 - Meet once every week/as and when required on a stipulated day and time.
 - Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
 - The coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next week meeting unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed / recommended for redressal immediately by the committee and by the Chairman.
- The coordinator shall record and maintain the minutes of meetings.

IX) Behavior:

- No employee should use disrespectful language while speaking. Due respect should be given to the superiors for their position, rank, qualifications and knowledge.
- No employee should indulge in any derogatory loose talk against college, members of management, his or her colleagues, superiors, subordinates or students.
- Gifts: No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
- Subscriptions: No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.
- All employees are expected to deal kindly with the students within the framework of rules and without sacrificing discipline. Any action on the part of any employee, whether teachers of supporting staff members or members of the ministerial staff, which results in obstruction in the normal work and or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with.
- It shall be the duty of every one of the employees to honor the confidence reposed in him by the college and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.
- College employees shall not either in any document published by them or in any communication made by them to the Press or in as is repugnant to the dignity of the college employee and causes embarrassment to the administration in its relations with its staff or the students of the College or the University or the government or any other agency.

- Faculty and Lab Staff should not use mobile phones during conduct of classes and labs. Phones should not be carried to classes/labs. Even they should not use cell phone in open.

X) CONSULTANCE, R & D AND TEACHING ASSIGNMENTS

i) Consulting R & D

- The College encourages its teachers to take consultancy and R & D assignments within Institution, with other institutions or industries, appropriate to the teacher's competence.
- The teacher shall undertake assignments
 - When the College is approached for such help and the college assigns such engagement to the particular teacher or
 - When the teacher himself/herself is approached by the outside agency for such help.
- In either case the teacher shall take up the assignment by obtaining the approval of the Principal in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignments.
- The teacher shall also associate other members of the faculty in working on the assignments.
- The teacher shall levy professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis.
 - Where it is a project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College);
 - In all other cases like consultancy assignments, it shall be 70:30 (30% to college).
- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium appropriately, on obtaining approval from the Principal.
- The Project-coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

ii) Teaching Assignments

- The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section.
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

XI) IN HOUSE R & D AND SEMINARS/WORKSHOPS

i) In – House R & D

- The College encourages its faculties to undertake department wise R & D activities along with students and other staff members.
- Each Department is given a sanction of Rs.20000/- in a year towards in-house R& D activities.
- Staff members can submit their proposals through the head of the Department and can avail a maximum of Rs.10000/- per project, towards developing a prototype or model.

ii) Seminars/workshops

- The College encourages its faculties to organize AICTE/ISTE funded seminars and Workshops for the benefits of fellow teachers and students.
- The Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs.25000/- per Department).

XII) RESPONSIBILITIES OF TEACHING STAFF

i) Academic Responsibilities:

- Class Room instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by JNTU and relevant advanced topics beyond syllabus.

- To develop curriculum, learning resource materials and Laboratories.
- To actively participate co curricular and extra-curricular activities of the college and those organized by other institutions.
- Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- Self development through up-gradation of qualification and participation in activities.

ii) Administration:

- To participate actively in academic and administrative management of the institution and also in policy making.
- Planning, monitoring and evaluation and promotional activities at departmental and institutional level.
- To design and develop new programmes of high quality.
- To prepare project proposals for funding in vital areas of R & D.
- Laboratory Development and Modernization.
- To participate in administration related activity both at departmental and institutional levels.
- To monitor and evaluate academic and research activities.
- To participate in policy planning at the Regional/National level for development of technical Education.
- To help mobilization of resources for the institution.
- To plan and implement staff development activities.
- To maintain accountability and to conduct performance appraisal.

iii) Research & Consultancy:

- To actively involve in Research and Development Activities, Research guidance and Industries sponsored research.

- To provide consultancy and training services by providing extension services and participating in community services.
- To provide non-formal modes of education for benefits of community and dissemination of knowledge in order to provide technical support in areas of social relevance.
- To promote the spirit of entrepreneurship with an aim at creation of jobs.
- And any other relevant work assigned by the head of the institution.

XIII) ETHICAL STANDARDS FOR TEACHERS

i) A Teacher

Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.

- ✓ Respect parents, teachers, elders
- ✓ Express the love of brotherhood to fellow students
- ✓ Accept and extend due respect to every religion and social grouping
- ✓ Love the nation and commit their endeavors to her progress.
- ✓ Have a sense of belonging to the institution.
- ✓ Assume total dedication to the teaching profession.
- ✓ Always have an urge to excel in professional expertise.
- ✓ Shall wear respectable attire, befitting the society's expectations.
- ✓ Shall keep up immaculate personal hygiene at all times.
- ✓ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- ✓ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ✓ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- ✓ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ✓ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

- ✓ Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- ✓ Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- ✓ Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to their school or of fellow teacher, student or any other member of society.
- ✓ Shall always accept the entity of fellow teachers, honor their sentiments and respect their value systems.
- ✓ Shall always endeavor to assist fellow teacher, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

XIV) FACULTY RELATED PROCEDURES

- i) Recruitment
- ii) Joining
- iii) Induction
- iv) Responsibility Allocation
- v) Performance Appraisal
- vi) Training Procedures
- vii) Faculty Development
- viii) College Meetings
- ix) College Timings & Holidays
- x) Leaves
- xi) Allowance Approvals
- xii) Conduct & Disciplinary
- xiii) Resignations
- xiv) Suspension & Termination

i) JOINING PROCEDURES

The office of the concerned college / institution shall check the following steps before the candidate is set to join the institution.

Verify with the candidate about the exact date of joining.

1. Prepare all the necessary documents / items required for the office.

- i. Employee Data form
- ii. General Data
- iii. Financial Data
 - a) Format of Joining Report
 - b) PAN application form if necessary
 - c) Bank Account Opening Form
 - d) Contact the concerned banker
 - e) Arrange for the form at the earliest
- iv. Employee Identity Application Form
- v. Medi-Claim Form

2. Collect the following information / items

- a. All necessary certificates (two sets of duplicate)
 - i. SSC
 - ii. Inter
 - iii. B.Pharmacy (Qualifying Examination)
 - iv. M.Pharmacy
 - v. Ph.D
 - vi. Registered Pharmacist Certificate
 - vii. Experience Certificates
 - viii. Any other relevant certificate
- b. Four stamp size photographs
- c. Two passport size photographs
- d. Medical Certificate

3. Give the following items / information

- i. Table keys
- ii. Almirah keys

- iii. Necessary Stationery
- iv. List of Staff working in the college / Institution
- v. Information related to Canteen

ii) INDUCTION PROCEDURES

Purpose of Induction

All the Faculty members need to taken through a systematic well developed and focused induction process aimed at

1. Creating awareness about the culture, norms, standards and expectations of the Institution.
2. To make the individual related to the colleagues working in the department members in particular and all the staff members in general.
3. Facilitating the individual conversant with the syllabi, Scheduling of sessions and other related matters.
4. Bringing to the individual to a general level of personality traits in terms of being an effective faculty (as and when necessary).

Process of Induction

Towards this end, the college shall have a 3 – 6 day induction programme split into several parts.

1. In the first section, the newly recruited faculty member (more so in case of lecturers and Sr. lecturers will have to go through one – two induction programmes at the corporate level. A minimum of 10 members are required to be there for this programme. At this point the staff would be given an induction kit.

This induction kit shall consist of

- a. Faculty Hank Book
- b. Performance Appraisal Hand Book and Proforma's
- c. Bag
- d. Pen and pencil
- e. Syllabus
- f. Appointment dairy
- g. OHP Pen set

- h. Any other item deemed fit.
2. The second phase of induction takes place at the institution where one is supposed to work. This can be for two to three days where the staff would be introduced to the work scheduling, syllabi, lab guidance to be given and introducing all the staff members (academic, technical and administrative)
3. In the third phase of the induction, the staff / faculty will be meeting the HOD and Principal and spend time in goal setting and understanding the work load distribution and list of expectations. At least one to two days is spent based on the seniority of the staff joining.
4. The final phase of induction is closing ceremony with the staff completing the total induction into the institution.

Methodology of Induction

The methodology of Induction shall consist of

1. Presentations and lecture programmes
2. Simulation and group Discussions
3. Case Analysis
4. Closing Ceremony

iii) RESPONSIBILITY ALLOCATION PROCEDURES

The following are some of the basic responsibilities that every faculty member at MLRIP Institution shall follow

- To comply with college policies
- To spend the workday effectively – by performing the proper tasks and demonstrating an awareness of priorities
- To spend the workday efficiently – by performing each task quickly, safely and correctly.
- To follow college and departmental policies and procedures
- To be courteous towards fellow faculty members, other staff, students and visitors; disruptive and / or subordinate conduct will not be tolerated.

- To maintain appropriate workplace behavior that fosters collegiality and team work – without these qualities the college cannot achieve its goals in an effective and efficient manner.
- To be at work when you are scheduled to be working (for example to attend work regularly not to arrive late not to abuse sick leaves or other category or lunch periods, and not to leave early without appropriate approval.
- To notify your senior member responsible, in accordance with departmental procedures, whenever you are not able to report to work(for example , due to illness)
- To work when you are supposed to be working (for example keeping personal phone class to a minimum and not attending to personal matters during your work hours)
- To cooperate with colleagues for their reasonable requests.
- To perform reasonable job duties, even if not part of your job description as assigned by your supervisor.
- To respect the confidentiality of sensitive information. Such information should not be repeated, discussed or removed from your work area except for legitimate work reasons.
- To give proper notice of termination from the college service, proper notice is to be given as mentioned in the employee procedure manual.
- To behave in a manner that does not disrupt or interfere with the workplace or the work of the others. Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behavior would not be tolerated.
- To safeguard their personal property. (The college maintains a security service for your protection but cannot guarantee the safety of your personal property).
- To respect the property of others and of the college and to use college property only for legitimate work purposes (email, fax, computer, copier and other college equipment)
- To cooperate with the processes available to resolve employment problems.

RESPONSIBILITY ALLOCATION PROCEDURES

All the faculty members (Professors / Assoc.Professors /Asst.Professors) at Marri Laxman Reddy College of Pharmacy have to complete various tasks well before the stipulated time and according to the norms preceded by the various categories of faculty members are given along with this note. These are only minimum required to be completed by the staff members. The faculty can come forward to take up more responsibilities than what are mentioned below. To be as guiding factor, we are also giving the ideal functions / tasks to be completed by a faculty member

iv) Teaching and instruction related activities

1. Minimum number of teaching / lab guidance with an excellent student evaluation rating.
2. Development of new courses / programmes
3. Giving presentations at educational or teaching conferences and meetings
4. Giving extension lectures / invited lectures outside the college and especially in reputed educational and technical institutors.
5. Writing textbooks with reputed national and international publications.
6. Receiving grants for teaching innovations, undergraduate lab equipment, and development of laboratory experiments and design projects.
7. Writing original supplementary notes/ reading material, manuals, protocols etc.
8. Advising / guiding undergraduate students.
9. Publishing articles in recognized educational journals or proceedings of conference on class room teaching and lab instruction.

v) Research related activities

1. Publishing articles in recognized technical journals or proceedings of conferences on national and international technical conferences.
2. Publishing / distributing Non-technical articles.

3. Authoring or editing; Technical books and monographs issued by reputed national and international publishers.
4. Contributing to technical books and monographs published by reputed national and international publishers.
5. Getting's grants from competitive research grants from external organizations.
6. Getting patents awarded.
7. Supervising Ph.D degrees
8. Supervising M. Pharmacy degrees.
9. Research grants sanctioned from state and national level government organizations.
10. Making paper presentations at national and international meetings and seminars.
11. Examining M. Pharmacy and Ph.D thesis.
12. Summer / sabbaticals spent in national or international companies / institutions.
13. Consulting / advising companies / institutions.

vi) Organization related activities

1. Taking up responsibilities such as Head of the Department coordinator, member of various committees etc..
2. Advising and guiding professional / honorary student organizations.
3. Performing any additional and special functions by Principal / Head of the Department
4. Providing maintenance of instructional and laboratory facilities.
5. Making arrangements for seminars / guest lectures and hosting seminars / guest lecture speakers.
6. Processing correspondence and applications of various programmes run by the college.
7. Participating in the recruitment of new faculty.
8. Fostering cordial relations with prospective students, alumni, and industrial clients.
9. Any other document able service to the college.

vii) Service to the Professional / General Society

1. Raising the technical awareness of the lay public through direct interaction or through print and electronic media.
2. Holding office or committee of international, national and regional technical / academic / general purposes.
3. Serving on committees of international, national, and regional technical / academic / general purposes.
4. Editing professional journals, technical monographs and proceedings of conferences.
5. Serving as peer reviewer for journals, publishers of professional literature and funding agencies.
6. Any other documentable service to the profession or public.

XV) PROFESSORS

i) Class room Teaching / Lab guidance

Each faculty member in rank of a professor shall handle a minimum of 8 Hrs. of class room teaching and lab guidance.

ii) Organizing Training Programmes

Each professor shall organize a minimum of two training programmes per year.

iii) Presenting Papers in Seminars

Professors shall present technical papers in national and international conferences. Professors need to present papers in at least three national or two international seminars in a year.

iv) Publishing Papers

Publishing papers in technical referred journals is one of the important responsibilities of the faculty members. Professors require to publish a minimum of one article in a year in international journal or two in national referred journals.

v) Writing manuals / protocols for the laboratories

Each professor shall involve in writing original manuals / protocols for the laboratories. They shall write a minimum of two manuals a year.

vi) Guiding M.Pharmacy / Ph.D students

Takes responsibility of guiding a minimum of 6 Ph.D students or at least a minimum of 6 M.Pharmacy students (especially internal candidates of MLR Group)

vii) Guiding Under Graduate Students

Each Professors takes responsibility of guiding a minimum 15-20 students each year for their end semester Projects.

viii) Organizational Responsibility

Professors shall take some organizational responsibility namely Head of the department, Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

XVI) ASSOC. PROFESSORS

i) Class room Teaching / Lab guidance

Each faculty member in rank of a reader shall handle a minimum of 12 hrs of class room teaching and 6 hrs lab guidance.

ii) Organizing Training Programmes

Each reader shall organize a minimum of one training (funded) programme per year.

iii) Presenting papers in Seminars

Reader shall present technical papers in national and international conferences. They need to present papers in at least two national or one international seminar per year.

iv) Publishing Papers

Publishing papers in technical referred journals is one of the important responsibilities of the faculty members. Reader requires to publish a minimum of one article in two years in international or one in national referred journals.

v) Writing Manual / Protocols

Each reader shall involve in writing original manuals / protocols for the laboratories. They need to write a minimum of one manual in a year.

vi) Guiding Under Graduate Students

Each reader takes the responsibility of guiding a minimum of 10-15 two manuals in a year and readers a minimum of students each year for their end semester projects.

vii) Organizational Responsibility

Readers shall take some organizational responsibility, namely, head of the Department, coordinator or any other assignment given by the Head of the Institution and prove commitment towards the institution.

XVII) ASST.PROFESSORS

i) Class Room Teaching / Lab Guidance

Each faculty member in the rank of a professor shall handle a minimum of 16 Hrs of class room teaching and 6hrs Laboratory guidance.

ii) Assisting in Training Programmes

Each lecturer shall assist a professor / reader in organizing training programmes. They shall be part of at least one training (funded) programme in a year.

iii) Attending Seminars / Presenting Papers

Lecturers shall attend a minimum of two national seminars in a year. Of these, at least in one seminar at national level they shall present technical paper or assist a senior faculty as co-author in a minimum of two national seminars.

iv) Technical Notes / Working Papers

Lecturers shall attempt to improve their writing capabilities and more so the writing research and technical papers. Each lecturer shall write a minimum of one technical paper / working paper in a year.

v) Assisting in Writing Manuals / Protocols

Each Lecturer shall assist their senior faculty in writing a minimum of one manual / protocols.

vi) Guiding Under Graduate Students

Each lecturer takes the responsibility of guiding minimum 5 – 10 students each year for their end semester projects.

vii) Organizational Responsibility

Lecturers shall take some organizational responsibility, such as Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

XVIII) PERFORMANCE MANAGEMENT PROCEDURES

Performance analysis and counseling forms important part of faculty development in the organization. The detailed performance appraisal and roles of various people involved in the appraisal mechanism is given in the performance appraisal hand book in annexure – 3. The performance of the faculty at various levels is going to be assessed on point system and having six components. The following are the details of the six components.

1. Overall performance appraisal
2. Self appraisal
3. Review & Feedback by the peer
4. Review & Feedback by the immediate superior (HOD)
5. Review & Feedback by the Principal
6. Review & Feedback by the Management
7. Review & Feedback by the Students

i) Overall Performance Appraisal

Aimed at getting an understanding of the faculty's contribution against expectations of the institution and commonly agreed agenda. This Process will include four stages namely, planning coaching, reviewing and rewarding. The following are the details

a. Planning

- Link to institution
- Strategic Plans/Goals
- Establish Performance
- Expectations & development plan
- Gain Commitment

b. Coaching

Tracking

Coaching & Reinforcing

c. Reviewing

Comparing Actual against expected

d. Rewarding

Link compensation to performance

Recognize superior performance

ii) Self Appraisal

Self Appraisal is one of the critical components of the appraisal mechanism / system. This is aimed at facilitating an opportunity to the faculty on getting into a reflective mood and this process is aimed at self development of the individual faculty member. The format for the self appraisal is provided in the annexure-3.

iii) Review & Feedback from the peers

This part of performance appraisal essential focuses on dimensions such as interpersonal relations team work; collegiality. The colleagues will rate each other on a 10 point scale on these dimensions.

iv) Review & Feedback from the immediate superior (HOD)

This is aimed at getting an understanding the faculty's attitude towards task accomplishment, responsiveness, interpersonal relations, speed / agility. The immediate superior will rate the faculty on these dimensions on a ten point scale.

v) Review & Feedback from the Principal

This part of performance appraisal system is aimed at getting an understanding from the Head of the Institution about the individual faculty regarding appearance & bearing discipline & Regularity, Communication skills, general conduct & social Behavior, Proactiveness (willingness to accept additional responsibilities); Contribution to the

institution, and dependability. The Head of the Institution will rate the faculty on a ten point scale about each of these dimensions.

vi) Review & Feedback from the Management

In this section of the appraisal process the management would rate the faculty on a ten point scale about the dimensions such as commitment and loyalty, ethical conduct and goal accomplishment.

vii) Student Feedback

In this part of appraisal mechanism, feedback would be collected from the respective students about the personal knowledge; command over the class, communication skills / verbal expression; and ability to impart knowledge. The data from the students will be collected on a five point scale.

Together all the sources of the performance appraisal process will represent 100 points. Based on the seniority (rank) experience the faculty requires a minimum number of points. Based on the appraisal process, the faculty would receive the variable pay and also the other pay for performance components.

XIX) TRAINING PROCEDURES

Each college requires organizing regular training programmes in collaboration with the training division of the Department of Human Resources.

i) Training on Presentation skills & communication Skills

The college requires nominating staffs who are supposed to have undergone a training programme in “Presentation Skills “. Especially it is compulsory that each of the faculty members in category of lecture and Asst. Professor should attend this training programme. It is optional in case of Readers and Professors. The college can suggest the contents of the Programme. Normally these training programmes are conducted on Saturday & Sunday (for two days).

ii) Training on Teaching Methodology

The college shall nominate staff members to the training programmes conducted on awareness, usage of advanced teaching methodology. The colleges can suggest the contents of the programme. It is compulsory that all the staff below the rank of Professor should have attended this training Programme each year.

iii) Training Programme on research skills

A special training programme designed for the purpose of developing report writing skills and analytical skills will be organized twice in a calendar year. Writing research articles, research reports apart from the training on research methodology will be given in this course. The college can suggest the contents of this training Programme. The college can nominate the faculty members based on their interest.

iv) Advanced Training Programmes

Advanced Training Programmes on specific subjects will be organized by the training division of the department of Human resource based on the request from the colleges. The training division will out source experts for this purpose. It must be made compulsory that the entire faculty below the rank of reader attend at least one advanced training programme in one calendar year.

The colleges can come forward with any other suggestions and help the training in understanding the training need requirements so as to update and upgrade the competencies of the individual faculty members.

XX) FACULTY DEVELOPMENT PROCEDURES

The college would like to take special care that all the faculty members are given an opportunity to grow and develop with the organization. Attempt would be made to develop the faculty members not only in the subject related knowledge and skills but even in improving overall personality.

Towards this end, the college will utilize the data given by the faculty members in different appraisal forms apart from conducting regular training need survey.

i) Sabbatical

College will coordinate sabbatical for the faculty members based on commitment and priority. Towards this end, The College will sign MOU's with premier educational and research institutions and industrial units.

ii) Improving qualifications

College will do all that is necessary to improve the qualification of the faculty members. Based on commitment and priority the college will sponsor candidates (at total institutional cost) to improve qualifications.

iii) Personality Development Programme

College in collaboration with eminent persons and institutions specializing in personality development programmes and conduct every month one personality development programme. The colleges can nominate their faculty members.

iv) Meditation Hall

The college will run meditation hall / centre in the college so as to develop inner strength in individual.

v) Retreats

The college will organize yearly once a retreat so as to give a break to the faculty from the regular routine and give them the inner peace.

XXI) FACULTY MEETING PROCEDURES

The following are details regarding the various meetings and intervals at which they have to be organized. The principal is responsible for the regular conduct of these meetings.

i) Meeting of the Head of the Departments

The principal shall organize the meeting of the Heads of the Departments once a week and brief them about the latest developments once a week and brief them about the latest developments in the college and also get a feedback from them regarding fulfillment of various targets set including the academic schedule. Minute of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings can be organized whenever needed.

ii) Departmental Meeting

Each department in the college shall conduct meeting once every fortnight and maintain the minutes of the meeting and circulate the notes among the faculty colleagues. These meetings are to be organized to smoothen the transactions within the departments. Emergency meetings could be organized whenever needed.

iii) Faculty Meeting

The college shall organize faculty meeting of the entire college once in a month. The faculty shall be circulated with the agenda and even feedback on various issues to be discussed could be collected in advance. Various issues related to college, new announcements, problems faced by the faculty and similar such other issues are discussed here. The minutes of the meeting are to be recorded and to be circulated immediately after the meeting. Emergency meeting could be called for whenever necessary.

iv) Coordinators Meeting

Various coordinators in the college shall meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting.

v) Governing Council Meetings

The college shall organize a governing council meeting every quarter to be attended by all the governing council members. The Agenda of the meeting to be circulated at least one week in advance and all the matters related to the development of the college are to be recorded and discussed in the governing council and an approval is to be taken from the members present. The minutes of the meeting to be prepared and circulated.

vi) Report about the Meetings

The college shall send a monthly report to the Director –HR on the various meetings conducted in that month including all the minutes' meetings.

XXII) FACULTY TIMINGS AND HOLIDAY PROCEDURES

i) TIMINGS

All the faculty members are expected to be there in the college 10 minutes before the actual timing of the college and stay till the last minute of the evening. If one wants to go in between the college timings they have to take special permission from the principal of the college.

ii) HOLIDAYS

In a year there would be a total of 22 holidays (declared as general holidays) the following is the list of holidays for the calendar year 2021 starting 1st January to 31st December.

S. No	Occasion / Festival Day	Date
1	Bhogi	
2	Sankranti	
3	Mild-Un-Nabi	
4	Republic day	
5	Mahasivaretri	
6	Holi	
7	Ugadi	
8	Babu Jagjivan Ram's Jayanthi	
9	Good Friday	
10	Sri Rama Navami	
11	Dr. BR Ambedkar's Jayanthi	
11	Ramzan (Id-Ul-Fitr)	
12	Independence Day	

13	Bonalu	
14	Sri Krishna Ashtami	
15	Vinayaka Chavithi	
16	Gandhi Jayanthi	
17	Durga Ashtami	
18	Vijaya Dasami (Dasara)	
19	Bakrid (Id-Ul-Zuha)	
20	Diwali (Deepavali)	
21	Mohram	
22	Christmas	

iii) VACATION

There would be vacation two times in an academic year. The following are the details of vacation during the academic year. The following are the details of vacation during the calendar year 2021 starting from 1st January to 31st December.

Summer Vacation : During the month of may/june
Winter Vacation : During the month of nov/dec

XXIII) LEAVE PROCEDURES

i) Norms for Utilizing Leaves

Following are the norms for utilizing leaves at Marri Laxman Reddy Institute of Pharmacy for all the staff members from 1st January 2021.

1. Leave calculations are done on the basis of calendar year.
2. There would be no leaves of absence with pay for the initial six months period after appointment for any staff member. They can utilize sick leaves as per norms.

3. The staff cannot take more than three leaves at a time. In case faculty wants take more than three leaves at a time, special permission need to be taken from the Director/Principal.
4. If a staff takes leaves on two working days where one or more holidays fall (one or more) all the holidays also will be calculated as leaves.
5. Staff cannot utilize leaves in the peak period as decided by the Principal of the college, except sick leaves.
6. Sick leaves do not get transferred to the next year.
7. The un-utilized leaves of absence with pay can either be transferred to next calendar year or can be reimbursed getting the proportionate salary of the basic of the staff member.
8. For utilizing the leaves in case of all the staff, the Principal is the sanctioning authority. For Principal, the sanctioning authority is the Director / Principal.

ii) Categories of Leaves

The following is various categories of leaves being given to the faculty members working at Marri Laxman Reddy College of Engineering & Management Institutions.

iii) Leave of Absence with pay (LOP)

Each faculty (all categories) is eligible for Twelve Leaves with pay in one calendar year. In the first month of service the faculty will not any leaves but after two months of service he can avail one leave .The faculty can have only six leaves in the first year of their service. A faculty who has completed one year of service with Marri Laxman Reddy Institute of Pharmacy can avail additional six leaves from the beginning of the calendar year.

iv) Procedure of applying for leave in absence with pay

The staff shall use a prescribed application form, which shall consist of information regarding the transfer of duties for the leave period including the lecture and laboratory sessions to be handled. The signature of the person who is taking-up the responsibility

shall also sign the leave form. This application shall be submitted at least one day in advance. The format of the leave application is given at the end of this manual.

v) Leaves of Absence with No Pay (LONP)

Each faculty (all categories) is eligible for a total of twelve leaves of absence with pay. The faculty will be eligible for utilizing the leaves of absence after a minimum of service of three months with the institution.

vi) Medical / Sick Leaves

All categories of faculty members are entitled for a maximum of four days of sick leaves. Sickness includes the sickness of the self and the dependents.

vii) Procedure of applying for sick leave

The staff shall use a prescribed application form and inform the sickness in either in advance or immediately of after the sickness along with a medical certificate.

viii) Reprisal

Leaves taken / availed against the normal procedure prescribed above are considered leaves in absence and necessary disciplinary measures will be initiated.

ix) On Duty Leave

Whenever the staff is absenting to the duties due to work assigned by the institution and the work being given by or approved by the Principal will considered as on duty leave.

x) Procedure of applying for leave in absence with pay

The staff shall use a prescribed application form, which shall consist of information regarding the transfer of duties for the leave period including the lecture and laboratory sessions to be handled. The signature of the person who is taking-up the responsibility shall also sign the leave form. This application shall be submitted at least one day in advance.

xi) Maternity Leave

All the Lady Staff members who have completed the probation period (one year service) with the institution are entitled for a three-month maternity leave with pay. Lady faculty members are eligible to avail the maternity leave for a maximum of two times after the end of the probation period.

xii) Procedure of applying for Maternity Leave

The staff shall use a prescribed application form, at least three months in advance before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities. The maternity leave under no circumstances shall be extended (even as Leave in Absence without Pay).

xiii) Leave in Absentia

Any absence from the duty without prior permission from the Principal will be considered as leave in absence. A maximum of two such leaves can be availed by the employee during a calendar year.

xiv) Procedure of using Leave in Absentia

The Staff at any point of time is unable to attend duties due to emergency work shall inform the Principal at least 3 Hours before the college opening timings and discuss alternative arrangements made if any.

xv) Reprisal

Leaves taken / availed against the normal procedure prescribed is considered against the norms agreed and necessary disciplinary measures will be initiated.

xvi) Study Leaves

The faculty members are eligible for a study leave with pay* for a maximum period of fifteen days during calendar year either after completion of one year service or with a commitment that they would continue for a minimum of one year after utilizing the study leave. *The pay here is to be read is the basic pay along with DA with no other allowances.

xvii) Procedure of using Study Leave

The staff intending to utilize the study leave require to inform the Head of the Department / Head of the Institution regarding the alternative arrangements made during

their absence along with signed note from the faculty agreed to take the sessions during that time and a letter of commitment.

xviii) Sabbatical Leaves

All the faculty members who have completed a minimum service of two years are eligible for sabbaticals leave. A maximum of two months sabbatical leave will be sanctioned based on the commitment given by the faculty. The faculty during this period will get the salary for the period of sabbaticals leave including all allowances.

xix) Procedure of using Sabbatical Leave

The staff intending to utilize the Sabbaticals leave shall discuss with the Principal along with an application in prescribed format at least six months before planning to utilize the sabbatical leave. The faculty requires giving a written commitment as per norms that they would continue for a minimum period of two years after utilizing the sabbaticals leave.

xx) Family Relocation Leave

When a faculty member joins the college and his / her earlier location is more than 300 KM from Hyderabad, a maximum of three days leave with pay will given towards family relocation.

xxi) Marriage Leave

If there is marriage of the staff, a maximum of three days time off will be allowed with pay.

xxii) Leave due to Death in Family

If there is a death in the employee's immediate family, three (3) days time off will be allowed with pay. Immediate family is defined to mean: spouse, child, parents, stepparents, grandparents, brother, sister, or in-laws of same.

xxiii) Monthly Leave Report

The college requires sending a monthly leave statement with all the details utilized by different faculty members duly signed by the Principal and Administrative Officer / Registrar before 25th of every month to the Director – HR which then will be forwarded to the accounts department for processing of salaries.

XXIV) TA & DA UTILIZATION PROCEDURES

i) Travel Allowance Entitlement

While the staff is on duty, the staff can avail the travel allowance as per the following guide lines. If the staff is traveling by the bus, it is the actual bus fare, which will consider. If there are traveling by train, in case of professors there are entitled for maximum of II AC and reader and lectures III AC. If there is no train and bus transportation, with the recommendation of the Principal the staff can rent a car. For availing the travel allowance submission of the tickets is compulsory. If the staff has availed more than entitled, only the money which is entitled will be paid the balance shall be borne by the staff. If the staff has availed less than what is entitled only actual fare will be paid. In case of extra-ordinary circumstances Principal is authorized to take the appropriate decision and sanction accordingly.

ii) Travel Allowances

If the journey time is more than eight hours, then the staff is entitled for a travel allowances of Rs. 100.

iii) Local Transportation Allowances

The staff below the rank of professors is entitled for a local transportation allowance of Rs. 150 per day in case of category A cities and Rs 100 in case of category B cities. In case of professors they can avail local transportation allowance on actual.

iv) Procedure of Availing the Travel Allowance

The staff is required to fill a prescribed application form to avail travel advance and submit the all actual bills within two days after arriving from the out station.

v) Sanctioning Authority

The principal of the sanctioning authority for the travel allowance and in case of principal, it is Director-HR.

vi) Daily Allowance Entitlement

While the staff is on duty they are entitled for a Daily Allowance. The maximum permission able DA is given below. The list of different cities under various categories can be had from the office

S. No	Category	A Grade City	B Grade City
1.	Professors	Rs. 1000	Rs. 750
2.	Assoc.Professors	Rs. 650	Rs.500
3.	Asst.Professors	Rs.600	Rs.450

vii) Procedure of Availing the Daily Allowance

The staff is required to fill a prescribed application form to avail Daily Allowance advance and submit all the necessary bills within two days after arriving from the out station.

viii) Sanctioning Authority

The Principal of the college is the sanctioning authority for the travel allowance and in case of Principal; it is the Director – HR.

ix) Report on Transport Allowance / Daily Allowance

The college requires to send a quarterly report consisting of all the details on travel and daily allowance duly signed by the Principal and Administrative Officer / Registrar before 25th of every quarter to the Director – HR which then will be forwarded to the accounts department for processing of salaries.

XXV) FACULTY CONDUCT & DISCIPLINE PROCEDURES

The following examples of misconduct could result in disciplinary action up to and including dismissal. The list is not intended to be inclusive of all types of misconduct but rather a sample listing of behaviour, which could result in dismissal. The faculty member may also be disciplined or dismissed for conduct that may not be specifically covered by

this list if the conduct is harmful to the operation of the college or to the rights, reputation, and safety of college staff & students:

- ❖ Excessive, unauthorized tardiness or absenteeism.
- ❖ Failure to comply with college or departmental policy or regulations.
- ❖ Refusal to follow instructions of the duly assigned by the superior including overt or covert questioning and / or undermining authority of management.
- ❖ Substandard work performance.
- ❖ Use of vile, intemperate, or abusive language or fighting, pushing, or acting in a threatening manner to any college staff, student, or visitor.
- ❖ Negligence resulting in damage or defacement of college property.
- ❖ Falsifying employment records or other college records (examination and attendance records or any other records)
- ❖ Conduct on or off campus that is a violation of college policy.
- ❖ Dishonesty or stealing including irregularity in handling college assets; acts or theft from the college or colleagues; or actual or threatened destruction of the college property.
- ❖ Unauthorized possession, use, copying, or reading of college records or unauthorized disclosure of information contained in such records.
- ❖ Absence for three consecutive days without properly notifying the college.
- ❖ Obtaining a leave of absence under false pretenses.
- ❖ Failure to report to work upon expiration of an approved leave of absence.
- ❖ Any willful act, careless act, or conduct detrimental to the college operations or the safety and rights of other persons on college premises.
- ❖ Excessive or unauthorized use of college telephones for other than college business.
- ❖ Failure to work the assigned work schedule, which may include overtime assignments.
- ❖ Reporting for work under the influence of alcohol or drinking in the college premises.
- ❖ Smoking in the college premises.

- ❖ Coming to the college in a drunken condition and drinking liquor in the college premises.
- ❖ Leaking the question papers or sharing the information pertaining to examinations.
- ❖ Giving excessive marks willfully or tampering with the marks already given.
- ❖ Giving attendance to the student while the student is absent or tampering with already given attendance.
- ❖ Sharing the college information which is supposed to be confidential with outsiders including with the family members.
- ❖ Taking any kind of gift or favour from any one for any reason including students.
- ❖ Evading work and not attending to work while being responsible for it.
- ❖ Taking-up dual employment including full time or part time work any where outside the college either in the college timings or outside the college timings.

The following are details pertaining actions of indiscipline and disciplinary actions that may be initiated in these occasions.

i) Irregularity

Regularity to the duty is very important. If the staff is found to be irregular to the duty in terms of taking leave without prior permission will be considered very seriously. Every time that the staff takes leave or absent from the duty without prior permission as prescribed for the following disciplinary measures will be initiated. In a calendar year a maximum of two absences without prior permission are permitted for emergency (to be followed as per the norms given under this category of leave). Beyond this limit, the following measures are initiated.

ii) Irregularity – Measures

If a staff absent from the duty without prior permission of the sanctioning authority beyond the permitted limit, one leave (leave in absence with pay) is taken out from the account and one day's salary will be deducted from that month's salary. If further staff absent from the duty without prior permission of the sanctioning authority, and when in

the staff account no leaves in absence with pay are left, three days salary is deducted from that month's salary. If these kinds of absences go beyond five days in a calendar year, the employee will be removed from the service.

iii) Tardiness

Tardiness for any reason will be treated as irresponsible behaviour on the part of the employee. If the employee understands for some reason they are coming late, they shall inform the Principal at least one hour before the college begins about the delay (a maximum of 30 minutes). In a calendar year a maximum of five such permissions can be taken. Beyond this will attract the following measures.

iv) Tardiness – Measures

Whenever the staff attends the duty later than the prescribed time red mark is put against that day. The first three late marks in a month will result in deduction of one day's salary for that month.

v) Lapse in the Duty / Responsibility

Lapse of any kind will not be tolerated on the part of the employee. The lapse may include evading the work or work schedules, skipping the syllabus or in-completion of the syllabus or any other lapse, which can cost the college, students or other faculty.

vi) Lapse in the Duty / Responsibility – Measures

Whenever it is found that there is a lapse in the employee's work, the organization will use punishments of varied nature from deducting salary to removal from service.

vii) Unethical Conduct

Unethical conduct on the part of faculty member such as giving more or wrong attendance to students, tampering with the attendance records to favour or harm some one; changing the marks in the records or giving extra or wrong marks either favour or to harm some one; leakage of question papers or any other official information; taking bribe

or threatening any one including a student or a faculty or any other will full misconduct will be considered very seriously.

viii) Unethical Conduct – Measures

At any point of time there is a case against faculty members in any issues involving the above or misconduct of any other nature which is against the spirit of academic learning process, a departmental enquiry will be initiated based on which the faculty may punished including dismissal from the service.

ix) Absenting from duty on occasions of national and institutional importance

No staff can absent from duty on any reason on important of national and institutional importance such as Independence day , republic day , Annual Day , Foundation day , Induction Day and Teachers Day.

x) Absenting from duty on occasions of national and institutional Importance – Measures

Absenting on the days (with or without permission) of national and institutional importance (the list of given in the beginning of the handbook) will be considered as a serious matter and faculty member may face punishment including dismissal.

XXVI) RESIGNATION PROCEDURES

i) Meaning of Resignation

A letter of resignation implies the following when written:

1. That the resignee wishes to terminate the his / her association with the college on a specified date.
2. That the letter of resignation is a deliberate attempt to inform all necessary personnel of this decision.
3. That the resignee truly believes the decision to resign will sever the resignee's relationship with the college.

ii) Timing of Resignation

Before the staff resigns, he / she should put in necessary / sufficient time before submitting the resignation letter. Sufficient time implies different things / timings for staff members with different ranks and positions.

1. No faculty member will be allowed to leave at the beginning or in the midst of the semester.
2. Staff member working in the rank of lecturer requires to give a minimum of one month time before getting relieved or do not leave just when semester begins.
3. For staff members working as Readers and Professors this minimum time is two months and three months respectively.
4. For those working in the rank of Head of the Department, a minimum time of three months is required before they want to get relieved.

Procedures

To insure that the preceding assumptions are upheld, the following procedures will be observed:

1. When a letter of resignation is written, it is the responsibility of the resignee to send the original copy to the Head of the Institution and a copy of it to the Director – Human Resources giving sufficient time as per the contract signed at the time of joining.
2. It is the responsibility of the Head of the Institution to consult with the Director – Human Resources one hand the immediate superior of the staff on other, as soon as possible to determine the course of action to be taken.
3. It is the responsibility of the Head of the Department to brief the Principal regarding the status of staff's completion of various responsibilities and recommend further action.
4. Based on this, the Head of the Institution shall forward a letter of recommendation on the approval of the resignation to the Director – Human Resources.

The Head of the Institution before sending the recommendation on resignation to the Director – Human Resources has the following options before him:

- a) Acceptance of the resignation; or
 - b) A plea for reconsideration of the resignation.
1. Based on the recommendation made by the Head of the Institution, the Director – Human Resources will acceptance / rejection letter to the resignee. Copy of this letter is sent to the Head of the Institution.
 2. If the resignation is not accepted. Then the letter of resignation sent by the resignee becomes null and void.
 3. Once the resignation letter is accepted and the college receiver confirmation of the same, an exit interview needs to be arranged (format given at the end of the manual) and check collection of all the records and files, equipment, or any other information to be taken. A detailed “No – Due Certificate (given at the end of the manual) needs to be signed by all the concerned authorities.
 4. The college issues a “relieving certificate” and service certificate”.
 5. If any faculty member has left / resigned contrary to this method, the details shall be immediately brought to the notice of the Department of HR for immediate action.

XXVII) SUSPENSION & TERMINATION PROCEDURES

i) Suspension Procedures

Suspension from employment may be appropriate phase in the disciplinary process and may be normally preceded by counseling and written warning. A suspension involves the temporary removal of the staff member from the workspace for a specified period of time without pay. This phase allows time for further review before the final decision is made as to whether or not the individual will be allowed to remain on the MLR staff list.

The college immediately finding a serious lapse on the part of shall place him/her under suspension and call for a departmental enquiry duly constituted for purpose. CEO the director –HR or nominee; Principal; and a senior professor nominated by Principal will

constitute the departmental enquiry committee. Based on the report of the college will take a decision regarding the continuation of the staff member or termination.

ii) Termination Procedures

A staff member may be terminated for any reason with two weeks' notice. In class where the college deems appropriate, including serious misconduct a staff member may be terminated without notice or the equivalent pay and thereafter will not be eligible for any group college in future. If there is a reduction in requirement or any other such matter, the college will provide at least one month's notice or equivalent pay instead of the notice.

Termination during the introductory period does not require two weeks' notice or equivalent pay instead of notice. At termination all college property must be returned. No staff member who is terminated should be reappointed in any of the MLR group colleges at any point of time.

XXVIII) STUDENT RELATED PROCEDURES

1. Admission Procedures
2. Fee Collection Procedures
3. Admission Cancellation Procedures
4. Attendance & Discipline Procedures
5. Placement Procedures
6. Student College Leaving Procedures