



[College Code-392]
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GOEL INSTITUTE OF PHARMACY & SCIENCES

(Under Sri Roop Chand Ramji Lal Educational Trust)

(Approved by Ministry of HRD, AICTE and Pharmacy Council of India, New Delhi,

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)

New Indira Canal, Faizabad Road, Lucknow-226028 Ph.: 9793445559,0522-6568698,99 Web:

Service Rules, Code of Conduct & Policies



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Our Vision

“Vision is the compelling image of an achievable future”

Goel Institute of Pharmacy and Sciences, under the umbrella of Goel Group of Institutions provide excellent educational environment with dedicated faculty and management for creating world class quality professionals for the various fields of pharmacy viz. education, research, industry, hospital and other health care system to serve the humanity and nation.

Our Mission

The mission of Goel Institute of Pharmacy and Sciences provide a comprehensive and progressive education that prepares pharmacists to assume an active role in providing skilled ethical and compassionate patient care that improves the health and quality of life. The institute achieves its mission by maintaining a community active and creative scholar devoted to the discovery, integration and dissemination of knowledge in the clinical and pharmaceutical science.

Service Rules, Code of Conduct & Policies INDEX

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1.			Code of Conduct For Governing Body
	1.1		Governing Body:
			<ul style="list-style-type: none"> Governing Body is the highest body that monitors the progress of the Institute and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education. The Governing Body of the college has been constituted as per AICTE , New Delhi, India, and affiliating University AKTU guidelines The main objective of the Governing Body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.
			<ul style="list-style-type: none"> Goel Institute of Pharmacy & Sciences, as per AICTE and AKTU empowers the president of the society as the Chairman of Governing Body
	1.2		<ul style="list-style-type: none"> Functions of the Governing Body:

		<ul style="list-style-type: none"> • Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved • Ensures Total Academic and Administrative Autonomies for achieving Short Term and Long Term objectives of the Institute. • Governing body makes all policy decisions (Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Policy, Placement & Alumni Manual, IT Policy, , Innovation & Entrepreneurship Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, code of conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated . • Approves the Academic calendar as recommended by the Academic Council. • Approves new programmes of study leading to degree. • Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council and ensures the adequacy of financial resources for asset management • All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. • It administers the physical resources of the Institute. • Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and industry collaborations • Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Director, HoD and other Officers of the Institute in all matters of fundamental concern. • Ratifies and resolves the minutes of Academic Council, Finance Committee and as required in other committee. • Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, etc.) • Monitors on the effective functioning of different non statutory committees of the college • Encourages and gives directions to apply for funds from different funding agencies.
2		Code of Conduct Of Director
		<p>The Director is the Academic and Administrative head of the institute and works for the growth of the institute. She/he will implement the policies approved by the Governing Body, the highest decision making body of the Institute She/he shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.</p> <ul style="list-style-type: none"> • She/he is the member secretary of Governing Body, Chairman of Academic Council, Member Secretary of Finance committee and also Center Superintendent of the University Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. • He is authorized to nominate Convener/Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the recommendation of Academic Council and subsequently approval of Governing Body • To conduct the meetings of the Governing Body as per the stipulated guidelines • To hold Academic Council meetings as per the norms.

			<ul style="list-style-type: none"> To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning. She/he is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular. She/ He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.
	2.1		Responsibilities of the Director:
		A	Academic administration:
			<ul style="list-style-type: none"> On academic matters the Director is generally guided by the rules and regulation as well as the norms laid down by AKTU, AICTE, UGC, State Government and the Governing Body of the Institute. Shall be assisted by various Heads of the departments,, Controller of Examinations, Registrar ,Dy Director ,Corporate Relation, of the Institute, senior faculty members and various committees conveners mentioned in the manual. In matters related to decision implementation, Director will he assisted by the Governing Body and Academic council of the Institute. In matter of admissions, MIS & admissions Head will assist the Director In matters related to academic work, she/he will be assisted by the, Convener, Academic council, and Heads of the departments. An integrated time table of the entire institution shall be prepared and submitted to the Director In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Director . Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Director will be assisted by Controller of examinations and Examination committee of the Institute. In matters related to student attendance, drop outs, medical condemnation, and director gets assistance from Head of departments and COE. The Director should plan for training need analysis (TNA) of the staff and devise training programs such as refresher courses, orientation courses, faculty improvement programs, quality enhancement programs etc. Director shall also ensure quality assurance and he should be assisted by Convener IQAC. Shall monitor, evaluate research, development and consultancy activities. Director, Convener Innovation & Entrepreneurship Cell , should assist the Director in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.

		<ul style="list-style-type: none"> • The Director should promote industry-institute interaction for better employability of the students. • Arrange Internship for the students with the active association of Dy Director, Corporate Relation • Shall efforts to look after overall welfare of staff and students. • For effective functioning of the college she/he shall build close rapport between staff, students and management. • Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus. • Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, University, State Council of technical education, Department of Technical Education authorities. • Shall involve faculty members at different levels for various institutional activities.
	B	General administration
		<ul style="list-style-type: none"> • On general administrative matters Director shall be assisted by Chief Proctor, Registrar, Controller of Examinations, Convener IQAC, Heads of Departments, and other functional Conveners etc • Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees • Shall make regularization of services, declaration of probation, and release of increments. • Arrange performance appraisal of faculty and supporting staff. • Shall have power to sanction Leaves up to the level of Heads of departments, except himself. • Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college. • All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal. • Campus maintenance cell shall work under the instructions of Principal
	C	Financial administration
		<ul style="list-style-type: none"> • Director is assisted by the Finance committee in financial administration. • Subject to the budget allocations for a specific area of expenditure, Director is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time. • Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body • All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the Institute shall be executed by the Director. • The Director or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college. • Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

			<ul style="list-style-type: none"> • Shall countersign T.A bills
3			Duties & Responsibilities of Head Of The Department:
			<ul style="list-style-type: none"> • HOD is responsible for conducting all academic programmes of the department as per the norms of affiliating university. In pursuance of above objective he/she is required: • To formulate timetables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports. • To train and update the faculty to deliver good instruction to the students. • To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners. • To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students. • HOD's are responsible for ensuring that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Recommend for disciplinary action against those availing leave without prior arrangement for class work. • HOD's must verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. They should forward all the registers on the last working day of every month to the director's perusal. • HOD's are responsible for going around the class rooms and laboratories to ensure the decorum and discipline as per time-table. • Should convene meetings of all faculties once in month to review academic and research activities of the Department. • HOD's should arrange guest lectures,/workshop/seminars preferably in a specialization related to the department to widen the horizons of knowledge. • Should monitor students' development and problems through feedback and counselling. • Should appoint faculty Mentors to meet the needs of students suffering from the effects of stress and peer pressure.
4			Code of Conduct and responsibility for faculty:
	4.1		Purpose and Scope:
			<ul style="list-style-type: none"> • As faculty members of Goel Institute of Pharmacy & Sciences, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Institute community, they are collectively accountable for upholding those standards of behavior and for compliance with all applicable rules, regulations and code of conduct. • This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.
	4.2		Applicability and Infringements: These rules and regulations and code of conduct prescribed apply to all fulltime faculty members, visiting faculty members, faculty members on contract/part-time employment of institute.
	4.3		Curricular Related:
		4.3.1	Teaching and Learning: A faculty is responsible for:

			<ul style="list-style-type: none"> • Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programs offered by the Institute. • Conducting laboratory courses, tutorials and seminars of the programs assigned to him/her in an effective manner, so as to improve the practical knowledge of the student. • Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one. • Making the teaching more effective and interesting to the students by the use of multi-media teaching aids. • Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject. • On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses
		4.3.2	Course Planning and Material Preparation: <ul style="list-style-type: none"> • The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses. • He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same. • The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.
		4.3.3	Examination, evaluation and grading: <ul style="list-style-type: none"> • A faculty is required to set standard question papers to test the knowledge /analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department of the Institute. • A faculty is required to conduct and invigilate any exam/test in the institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department of the Institute. • A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can ear the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.
		4.3.4	Maintenance of Records: <ul style="list-style-type: none"> • Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit. • Each faculty member is required to maintain course file in proper standard format set by the academic council of institute. • If the faculty member is assigned to be the Class coordinator/Mentor by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class coordinator/Mentor shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class coordinator/Mentor should also help the HOD in counseling poorly performing students and the follow up action taken to improve the students'

			performance.
		4.3.5	Monitoring of students' progress: <ul style="list-style-type: none"> The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Coordinator/Mentor so that the information can be sent to the parents/guardians. A faculty member is required to attend/organize the Class student Meeting either as a course teacher and/or as chairperson of the class coordinator meeting and should actively participate in the deliberations there to improve the teaching-learning process. A faculty member may be required to be a Mentor to a group of students. He/she is then really a counselor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students. A faculty member has to be thorough with the regulations of the academic program offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student. As a Class coordinator/Mentor, the faculty member is required to motivate students under his/her care and also help them while they face any other general problem still they leave the Institute.
		4.3.6	Punctuality and regularity: <ul style="list-style-type: none"> The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending class by the students. A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave. As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes. A faculty member shall be punctual in attending class and leave the classroom after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case maybe. The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.
	4.4		Research and Development:
		4.4.1	Academic research: <ul style="list-style-type: none"> As research is an inherent component of the functions of an Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization. A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that He/she either does it by himself/herself or motivates under graduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision. Faculty members who act as Research/project Supervisors should spare adequate time to the students for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided. As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential. If the student's project work is industry related, the faculty member shall visit the

			<p>industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.</p> <ul style="list-style-type: none"> • Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other department so researchers in established R&D laboratories for collaborative research purposes.
		4.4.2	<p>Research publications and books:</p> <ul style="list-style-type: none"> • As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications. • Faculty members should publish their research output only in SCI/SSCI/Scopus/UGC index journals and publications • Faculty members shall also strive to file patents if their research output is felt new and novel. • Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less. • Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
		4.4.3	<p>Sponsored and funded research projects:</p> <ul style="list-style-type: none"> • An important source of financing and professional recognition to the Institute is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc. • Many funding agencies provide funding assistance for establishment of center of excellence. A faculty member may also examine and send proposal pertaining to his/her department or inter disciplinary ones for establishment of such centers. • Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies. • The effort of the faculty member must be to convert his/her creative idea in to a product either physical, conceptual or computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
	4.5		<p>Consultancy and Extension Activities:</p>
		4.5.1	<p>Consultancy projects:</p> <ul style="list-style-type: none"> • Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies. • To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counter parts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken. • A faculty member should constantly update his/her knowledge, familiarize himself /herself with the problem of industry by going through industry publications, attending

			<p>professional society meetings etc., to establish contact and get to know the problem of industry.</p> <ul style="list-style-type: none"> • Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE), Computer society of India (CSI) or other Industrial Associations will also help to understand the problem of industry.
		4.5.2	<p>Extension activities:</p> <ul style="list-style-type: none"> • A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such program could be self-supporting or sponsored ones. • Conducts of continuing education program/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programs either one time or on continual basis year on year. • Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirement of weaker sections of the society.
	4.6		<p>Involvement in Development Activities:</p>
		4.6.1	<p>Laboratory Development & Maintenance:</p> <ul style="list-style-type: none"> • A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups /instruments/ computer software/ computer control of machines or processes. • Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students. • As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities. • In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance / repair and recalibration wherever necessary. • As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.
		4.6.2	<p>Purchase of items for the laboratory:</p> <ul style="list-style-type: none"> • As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalize it before inclusion in the overall budget proposal of the Department. • As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock. • The faculty member should help the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee. • Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to repair revised budget proposal through

			<p>the HOD.</p> <ul style="list-style-type: none"> The faculty member shall follow the detailed guidelines/procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.
		4.6.3	<p>Co-Curricular activities:</p> <ul style="list-style-type: none"> A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development program, short-term program, workshops, and open houses, exhibitions organized by the Department or Institute. A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HoD. A faculty member if nominated as an Office-bearer such as Treasurer, Convener, coordinator, Adviser of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly. A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE.CSI, IE etc.) to promote the student chapter of the professional bodies. A faculty member is required to coordinate National /International conferences/seminars / symposium/ workshop. A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.
		4.6.4	<p>Extra-curricular activities:</p> <ul style="list-style-type: none"> A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose. A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption. As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature. A faculty member if required to help the HoD in all administrative matters like distribution of admit cards, mark sheets etc., and compilation of departmental replies to higher authorities etc. The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Annual Day, Technical and Cultural Festivals, etc. All faculty members are expected to oversee the students go to the class on time and not loitering in the campus. Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position. Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.
	4.7		<p>Code of Conduct:</p> <p>As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the Institute and in the administration of the Institute is enormous. They are responsible for sustaining the highest ethical standards of the Institute and the broader community in which they function. This code serves as a guide to all the members of both</p>

			the category.
		4.7.1	<p>Applicability and Violations:</p> <p>The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the Institute and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action up to and including termination from employment of the Institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.</p>
		4.7.2	<p>Relationship with Students:</p> <p>While the aim of the Institute is to ensure whole some development of students as future citizens of India, the technical and administrative staff should strive to achieve:</p> <ul style="list-style-type: none"> • According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status. • Making regular contribution for the personal development of students, while looking after their interest and welfare. • Not disclosing confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law. • Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge. • Abstaining from indulging in any corrupt practices with the students by showing favor of any kind. • Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations. • Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the Institute values them.
		4.7.3	<p>Relationship with Staff Members:</p> <ul style="list-style-type: none"> • As the technical and administrative staff is expected to work closely with the faculty of the Institute in day to day activities, the staff should • Respect the prerogative of the staff members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education. • Develop friendly and co-operative relationship with the staff members. • Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship. • Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities. • Provide full co-operation and support to the staff members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
		4.7.4	<p>Relationship with Colleagues:</p> <ul style="list-style-type: none"> • A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should, • Move with his/her colleagues in the Institute in a manner that he/she expects them to move with him/her. • Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession. • Eschew writing anonymous letters in self-interest to the authorities about his/her

			<p>colleagues thereby harming others in self-interest.</p> <ul style="list-style-type: none"> • Resist spreading rumors or wrong news about his/her colleagues to express his/her displeasure. • Refrain from passing information about colleagues to any individual or agency without his/her express permission.
		4.7.5	<p>Relationship with Management:</p> <ul style="list-style-type: none"> • A member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include, • Perform all professional activities through proper channels. • Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute. • Look for promotion/elevation only on grounds of competence/performance. • Do not expect appointment or promotion out of turn, based on favoritism or against professional interest/ethics. • Honor the provision of the bilateral agreement viz. bond/Institute, which the member committed/entered with the employer viz. Institute. • Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute. • Co-operate whole heartedly with the authorities of the Institute in the fulfillment of mission and goals of Institute by performing his/her role in a professional manner. • Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute. • Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness. • Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity. • Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.
		4.7.6	<p>Use of Institutional Resources:</p> <ul style="list-style-type: none"> • The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, Institute domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others. • These resources must be used only for the purposes of the Institute. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.
		4.7.7	<p>Relationship with Society:</p> <p>The activities of a member of technical and administration are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard:</p> <ul style="list-style-type: none"> • Adherence to desirable standards expected of the Institute by the society. • Participation in diverse activities of the community as a good citizen. • Soliciting public co-operation in the educational programs of the Institute. • Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.
		4.7.8	<p>Miscellaneous Rules Of Conduct:</p>

			<ul style="list-style-type: none"> The following are the miscellaneous items of rules of conduct, which a member is expected to follow. A staff member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement. A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty. Use of cell phones by students in the Institute campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc. All technical and administrative staff should follow the various rules and regulations framed; instructions issued by the Institute from time to time in true letter and spirit.
5			Code of Conduct and responsibility for Administrative Staff:
	5.1		Purpose and Scope: As employees of the Goel Institute of Pharmacy & Sciences the administrative and technical staff has to follow the rules regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the Institute.
	5.2		Dealing with AICTE, AKTU, BTE and Accrediting Agencies: The responsibility of the administration includes: <ul style="list-style-type: none"> Initiating all necessary actions in time to get extension of the Institute status since the conferment has to be extended after the expiry of the stipulated period. Furnishing all returns called for by the AICTE, AKTU, BTE and other bodies who have supervisory / overseeing powers with regard to the programs offered by the Institute. Taking allocations and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute may decide to get. Furnishing of compliance reports and providing the details called for by the agency.
	5.3		Budget, Account and Finance Related Activities
		5.3.1	Budget Preparation: <ul style="list-style-type: none"> Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include, Calling for budget details both for consumables and non-consumables from the Departments of the Institute. Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned. Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments. Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.
		5.3.2	Account Keeping: <ul style="list-style-type: none"> Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual. Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet. Management of accounts receivables by taking prompt action to recover the amount due to the Institute. Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.

			<ul style="list-style-type: none"> Accounting of caution deposit of students and refund/adjustment as the case may be. Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned. Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
		5.3.3	Fund Management: <ul style="list-style-type: none"> Investment of funds received from parent body and from income realized from students as per the decision of the Institute. Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure. Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.
		5.3.4	Salary and wages: <ul style="list-style-type: none"> Preparation of all pay bill, arrears bill and supplementary bills of all employees, draw and disbursement to the concerned person as per the established procedure. Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc. Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff. Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc. Deduction of professional tax and remittance to appropriate authorities under the Act. Drawal of payment towards encashment of leave; leave salary, statutory payment like gratuity and recovery of dues from employees. Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute. Dealing with all matters relating to sanction of advances to employees, and recovery/adjustment of the same.
	5.4		<u>Personal Related Activities (Establishment/ Administration Section):</u>
		5.4.1	Recruitment of staff: <ul style="list-style-type: none"> Working out staff requirement comprising, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority. Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern. Putting up proposal for sanctioning additional staff as and when new programs are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department. Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection. Issuing of appointment orders to the selected candidates after approval by the competent authority. Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.
		5.4.2	Service related matters: <ul style="list-style-type: none"> All matters relating to probation, regularization for all categories of staff promptly.

			<ul style="list-style-type: none"> • Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee. • Arranging for the conduct of annual review for all categories of staff and sanction of increment. • Arranging for special reviews for career advancement / promotion by the committee constituted and issue of orders thereafter. • Maintenance of all service records of all employees and period inculcating. • Matters relating to deputation of employees for higher studies in India or abroad. • All matters relating to deputation of faculty to attend conferences //seminars /workshops either in India or abroad. • Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.
		5.4.3	<p>Resignation, severance and disciplinary action:</p> <ul style="list-style-type: none"> • Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute. • Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate. • Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed. • Issuing certificate/experience certificate only on completion of all formalities. • All matters relating to disciplinary action against employees for offences committed dereliction of duty, etc. • All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.
	5.5		<u>Academic Related Matters:</u>
		5.5.1 5	<p>.1Admission of students:</p> <ul style="list-style-type: none"> • Issuing advertisements calling for application for various programs offered by the Institute (for vacant seats after counseling) and processing of applications. • All correspondences relating to admission of students in various programs and all issues relating to admission. • Verification of all certificates of students for validity is for admission. • Checking for equivalence of eligibility conditions for various programs especially in respect of students migrating from other Universities.
		5.5.2 5	<p>.2Maintenance of student records:</p> <ul style="list-style-type: none"> • Maintenance of formation relating to every student pursuing program in the Institute in proper form and to retrieve them as and when necessary. • Safe custody of all original certificates received from students for verification and safe return of them after verification.
		5.5.3 5	<p>.3Scholarships, bank loan and research fellowships</p> <ul style="list-style-type: none"> • Issuing certificates to students to secure loan from Banks for pursuing education in the Institute. • All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships. • Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students. • Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of Institute. • Forwarding the applications of research scholars and pursuing with AICTE and other

			agencies for the award of research fellowships under various schemes.
	5.6		<u>Stores and Purchase:</u>
		5.6.1	Purchase of items: <ul style="list-style-type: none"> • The duties and responsibilities under this item shall include, • Though Departments take action to purchase consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institute. • Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned. • Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision. • In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks. • Placing is for the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval. • Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case maybe. • Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.
		5.6.2	Stores stocking & distribution: <ul style="list-style-type: none"> • Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Institute. • Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell. • Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure. • Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute. • Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.
		5.6.3	Bills processing: <ul style="list-style-type: none"> • Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers. • Bills after due verification be passed by the Accounts Section for passing and issue of cheque. • Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.
6			Code of Conduct and responsibility for Technical Staff:
	6.1		Practical Classes:
		6.1.1	Laboratories: <ul style="list-style-type: none"> • The technical supporting staffs are employed in the laboratories of various departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for • Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.

			<ul style="list-style-type: none"> • Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments. • Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed. • While the faculty member in charge of the practical class is responsible for issuing instructions a show to conduct experiment, the technical support member should perform the experiment by himself and then support the students in performing the experiments. • While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling. • After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use. • In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned. • Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students • Carry out any other work assigned to them by staff in charge and HoD.
		6.1.2	<p>Workshop:</p> <ul style="list-style-type: none"> • The technical staff such as Instructors and Technicians is employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., and the technical staff is responsible for: • Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over. • Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc. • Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it. • Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises. • Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works. • Coaching the students in fitting and welding activities, and in plumbing works. • Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory /practical class. • Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students. • Technical staff should communicate with the students in English during Lab Classes. • Carry out any other work assigned to them by staff in charge and HoD.
		6.1.3	<p>Testing and machine oriented laboratories:</p> <ul style="list-style-type: none"> • There are many laboratories, where in the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,

			<ul style="list-style-type: none"> • Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students. • Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged. • Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly. • Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held. • Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over. • Maintenance of the laboratory clean. • Carry out any other work assigned to them by staff in charge and HoD.
		6.1.4	<p>Electrical and Electronics laboratories:</p> <ul style="list-style-type: none"> • To assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses. • To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes. • To ensure the safety of the students during lab classes by carefully following the safety instructions. • To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment. • To help the students in the circuit debugging measurement observation, etc., in the regular lab classes. • Keeping the working tables in their respective labs always in working condition by proper maintenance. • To help the students in the fabrication of working models, as a part of their project work. • Maintenance of the laboratory clean. • Carry out any other work assigned to them by staff Incharge and HoD.
		6.1.5	<p>Computer related laboratories:</p> <ul style="list-style-type: none"> • Routine maintenance of all computer systems UPS and other peripherals related to laboratory. • Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems. • If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects. • Maintenance of computers attached to the Institute office and senior officials like Chairman, Registrar, Director Deans, and HoDs etc. • Maintenance of networking of the laboratory concerned. • Creation of new login during the commencement of semester for the students, so that students can done exercises during the semester. • Attending to the problem faced by students with respect to hardware and system software. • Arranging LCD projector to the class room, conference hall, seminar hall, etc., in and when needed. • Loading specifics of grading system to meet the specific requirement of students during project works.

		<ul style="list-style-type: none"> • Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected. • Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption. • Reporting to the faculty member if the technical staff notice any misuse of the system by students. • Keeping the laboratory clean. • To carry out work assigned to them by staff In charge of Laboratory or HoD.
6.2		<p>Cleanliness and Maintenance:</p> <ul style="list-style-type: none"> • With regard to cleanliness and maintenance the duties and responsibilities of technical staff include, • Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose. • All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects. • The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institute posted for the purpose. • All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency. • Many equipment /measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty In-charge or getting it done by outside agencies wherever it is needed. • Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory In-charge is also the responsibility of technical staff. • The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them. • All the machineries and equipment are to be cleaned regularly by technical staff.
6.3		<p>Record Keeping:</p> <ul style="list-style-type: none"> • Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for, • Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member. • Keeping the storeroom/cupboard where in the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only. • Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team. • Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery. • Maintaining all instruction manuals and record notebooks submitted by students to the faculty for correction and redistribution back to the students.
6.4		<p>Involvement in Development Activities:</p>

	6.4.1	Laboratory development: <ul style="list-style-type: none"> • The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed. • Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental setup or developing gadget using the laboratory facilities. • Whenever new equipment/machinery is purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.
	6.4.2	Research related: <ul style="list-style-type: none"> • Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget. • As an Institute, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-coordinator and project associates in their endeavor. • Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-coordinators.
	6.5	Examination Related Activities: <ul style="list-style-type: none"> • The duties and responsibilities during practical examination are as follows: • Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose. • Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students. • Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination. • Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.
	6.6	Code of Conduct: <ul style="list-style-type: none"> • As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the institute and in the administration of the institute is enormous. They are responsible for sustaining the highest ethical standards of the University and the broader community in which they function. This code serves as a guide to all the members of both the category.
	6.7	Applicability And Violations: <ul style="list-style-type: none"> • The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the University and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action upto and including termination from employment of the institute. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.
	6.8	Relationship With Students: <p>While the aim of the institute is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,</p> <ul style="list-style-type: none"> • According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status. • Making regular contribution for the personal development of students, while looking after their interest and welfare.

		<ul style="list-style-type: none"> • Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons/agency or in the interest of law. • Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge. • Abstaining from indulging in any corrupt practices with the students by showing favour of any kind. • Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations. • Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the institute values them.
	6.9	<p>Relationship with faculty members: As the technical and administrative staff are expected to work closely with the faculty Of the institute in day to day activities, the staff should</p> <ul style="list-style-type: none"> • Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education. • Develop friendly and co-operative relationship with the faculty members. • Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship. • Not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities. • Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
	6.10	<p>Relationship With Colleagues: A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,</p> <ul style="list-style-type: none"> • Move with his/her colleagues in the institute in a manner that he/she expect them to move with him/her. • Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession. • Eschew writing anonymous letters in self-interest to the authorities about his/her colleagues thereby harming others in self-interest. • Desist spreading rumours or wrong news about his/her colleagues to express his/her displeasure. • Refrain from passing information about colleagues to any individual or agency without his/her express permission.
	6.11	<p>Relationship With Management: A member is expected to develop proper rapport with the employer viz. Management of the institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,</p> <ul style="list-style-type: none"> • Perform all professional activities through proper channels. • Do not discuss with unauthorized individuals about professional and other information pertaining to the institute. • Look for promotion/elevation only on grounds of competence/performance. • Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.

		<ul style="list-style-type: none"> • Honor the provision of the bilateral agreement viz. bond/ institute, which the member committed/entered with the employer viz. institute. • Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the institute. • Co-operate whole heartedly with the authorities of the institute in the fulfilment of mission and goals of institute by performing his/her role in a professional manner. • Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of institute. • Every member is required to conduct the institute's transaction with utmost honesty, integrity and fairness. • Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity. • Should follow all norms and job details assigned by the institute to the member from time to time with dedication.
7		<p>Disciplinary Action against Code of Conduct:</p> <ul style="list-style-type: none"> • All employees are liable for disciplinary action in case of 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 reasonable opportunity has been provided to the employee to defend himself / herself. • As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties. <ul style="list-style-type: none"> ➤ Censure ➤ Withholding increments / promotion ➤ Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duly or breach of orders / rules. ➤ Suspension ➤ Removal from service ➤ Dismissal from service ➤ If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members – Chief Proctor, HODs and one from amongst the senior faculty. An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management / Governing Body as the case may be.
8		<p>Code Of Conduct Of Students:</p>
	8.1	<p>Dress Code: All students should have ID cards issued by Institute as per the respective year of study.. Foot wear must be clean and well-polished. Open toe shoes are not allowed. Clothing must be compulsory the Institute uniform as prescribed. Finger nails must be clean & short . Gold ornaments, Bracelets & rings are not allowed. Hair should be trimmed properly and face should be clean shaved or facial hair should be trimmed properly. Girls hair to be pinned and braided properly. Students are strictly advised to adhere to the rules and regulations that will be monitored by the disciplinary committee and appropriate action will be taken for those who are not complying with the college regulations.</p>
	8.2	<p>Safety Code: Long hair must be tied and put back for safety measures. Wear face mask in clinical session as & when required. Always work with good ventilation. Students should take care of their own instruments and their costlier belongings. Borrowing instruments from others</p>
		is not allowed.

8.3		<p>Cleanliness Code: Lab must be kept clean and after practical sessions all the trays and instrument equipment's should be wind up properly as per the rules. This includes working tables, machines, exercise therapy instruments. Used cotton, tape, guaze piece & other working wastes must be properly discarded in the separate dustbin. They should not be discarded in the sink (should not be discarded on the floor / Veranda). Before leaving the LAB make sure your working area is clean. Apron should be washed regularly & kept clean.</p>
8.4		<p>Cell Phones & Two Wheelers: The use of cell phones is strictly forbidden during their learning hours in lectures, clinical posting and laboratories. In case of emergency, parents / guardians are requested to use college communications. Any student, not abiding by this protocol will face severe disciplinary action. Two wheelers are banned inside the campus and should be parked in the allotted parking area for students.</p>
8.5		<p>Ragging (Banned) Any student found indulging in ragging or submitting to it, is strictly forbidden inside or outside the college campus. Ragging in any form is a punishable offence and shall warrant severe disciplinary action, by the concerned committee. Any incidence of ragging, should be immediately brought to notice of the Anti-Ragging Committee.</p>
8.6		<p>Any Damage, Misuse Of College Property Shall Warrant Disciplinary Action.</p>
8.7		<p>Leave application : Students who wish to apply leave for medical reasons / special occasion should fill the leave application form (Hostel/ College separately) from the office and get it approved by respective Head of the Departments and the Head of the Institution. Leave form photo copy to be submitted separately to individual department coordinators/Mentors at the time of entry to the respective theory / practical classes. In case of medical leave, copy of your medical report should be submitted & approved.</p>
8.8		<p>Attendance : A minimum of 75% attendance in theory and 75% in practical/clinical in all subjects in each year is mandatory for appearing in the university examinations. In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 75%. The work quota of that subject has to be completed before entering into the subsequent year. However, at the time of appearing for the University examination in the subject, the aggregate percentage of attendance in the subject should satisfy above condition. A quarterly report of each student will be noted, from the departments & parents / guardians, duly intimated. Candidates who are found to be irregular & held for any misconduct shall not be permitted to appear for university examinations.</p>
8.9		<p>Term Fees: Students are strictly advised to pay their prescribed fee on the stipulated date without fail.</p>
8.10		<p>Grievances: Any grievances can be brought to the notice of the Convener of Students Grievance Redressal Committee and mechanism of filing a complaint and action followed by the committee is given under Students Grievance Redressal Mechanism. For further details of Grievance Redressal Committee see link through college ERP</p>
8.11		<p>Confidential Suggestion Box : The suggestions / complaints / feedback can be deposited in the form of a written letter / email addressed to the Principal. The suggestion box is placed in first floor near Director's office. The box will only be accessed by the Director. Director Mail ID: director.gitm@goel.edu.in</p>
8.12		<p>Social Media Policy: The GITM Social Media policy applies to all employees and students of the Institute. Comments and posts damaging the welfare of the institution will be taken up seriously by the concerned authorities. Therefore avoid the misuse of social media and any issues can be discussed directly with the Director or by using the suggestion box or online feedback that is being practiced for the betterment for the institution.</p>

9		<p>Policy of Governing Body: Governing Body is the highest body that monitors the progress of the Institute and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.</p> <ul style="list-style-type: none"> • The Governing Body of the college has been constituted as per AICTE , New Delhi, India, and affiliating University AKTU guidelines • The main objective of the Governing Body is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders. • Goel Institute of Pharmacy & Sciences, as per AICTE and AKTU empowers the president of the society as the Chairman of Governing Body
	9.1	<p>Composition: The constitution of the Governing Body of a college shall be:</p> <ol style="list-style-type: none"> 1. Chairman- Chairman/Trustee of the Society/Trust 2. Vice Chairman- Vice Chairman/Trustee of the society 3. Member Secretary- Director of the Institute 4. Treasurer-Chief Accountant of Society <p>Members</p> <ol style="list-style-type: none"> 5. Minimum Three members to be nominated by Society/Trust 6. Minimum One Reputed Industrialist 7. Minimum One Eminent Technologist 8. Minimum One Educationalist 9. Minimum One Parent of Student 10. One University Nominee 11. One Male HOD/Senior Faculty Member for one year on rotation basis 12. One Female HOD/Senior Faculty Member for one year on rotation basis
	9.2	<p>Meeting and its Venue The Governing Body shall meet at least twice a year. All such meetings shall be held within the respective Institute campus. In the absence of the Chairman, the members can elect a pro-term Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and keeps record.</p>
	9.3	<p>Quorum The quorum for the meeting shall be 50% of the total members of the Governing Body</p>
	9.4	<p>Functions of the Governing Body:</p> <ul style="list-style-type: none"> • Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved • Ensures Total Academic and Administrative Autonomies for achieving Short Term and Long Term objectives of the Institute. • Governing body makes all policy decisions (Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Policy, Placement &

		<p>Alumni Manual, IT Policy, , Innovation & Entrepreneurship Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, code of conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated .</p> <ul style="list-style-type: none"> • Approves the Academic calendar as recommended by the Academic Council. • Approves new programmes of study leading to degree. • Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council and ensures the adequacy of financial resources for asset management • All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. • It administers the physical resources of the Institute. • Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and industry collaborations • Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Director, HoD and other Officers of the Institute in all matters of fundamental concern. • Ratifies and resolves the minutes of Academic Council, Finance Committee and as required in other committee. • Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, etc.) • Monitors on the effective functioning of different non statutory committees of the college <p>Encourages and gives directions to apply for funds fro different funding agencies.</p>
10		<p>Finance Committee Policy</p> <p>The financial policy by the institution aims at the optimum use of resources for the achievement of various objectives of the institution. The financial policy of the institution intends to achieve the following objectives:</p> <ul style="list-style-type: none"> • Efficient and effective management of the financial resources. • Transparency in all aspects of financial management and financial reporting. • To comply with the legal requirements of various Acts. • Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc. • To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it. • To deliver maximum benefits at minimal cost.
	10.1	<p>Composition of Finance Committee</p> <p>Chairman- Chairman of Society/Trust Member Secretary- Director of the institute Members Minimum Five Senior lever Academics and Administrative level Heads Registrar System Admin One Chartered Accountant nominated by Governing Body of Institute</p>
	10.2	<p>Functions of Finance Committee:</p> <ul style="list-style-type: none"> • The annual accounts and financial estimates of the Institute shall be placed before

		<p>the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.</p> <ul style="list-style-type: none"> • The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed. • Estimates the income from fees and other sources. • Estimates the fund received from UGC/AICTE/any other funding agency. • Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget. • To consider audited accounts of the Institute and submits the audited accounts to GC. • Advise the Governing Council on all financial matters. • To scrutinize the budget submitted by the different departments and monitor the utilization of department budget. • Propose the budget for the financial year for the departments and institute. • Consider and submit the audited accounts.
	10.3	<p>Frequency of Meeting: The Finance Committee conducts meeting once at the starting of each semester of Academic year and conduct additional meeting as per requirement of the institute.</p>
	10.4	<p>Meeting Schedule and Process of convening a meeting: The member secretary is expected to issue a circular with the schedule and agenda one week in advance, with the consent of the Chairman. However, the Chairman reserves the right to conduct any emergency session under certain circumstances that can be deemed to be an emergency situation. If it is not possible for the member secretary to convene a meeting because of any academic or administrative reasons, one of the senior members of the committee can take up the responsibility of convening the meeting with the prior approval of the Chairman. Tentative schedule of the meetings during the academic year has to be drawn by the convener in consultation with the Chairman.</p>
11		<p>Constitution & responsibilities: academic council</p> <p>General</p> <ol style="list-style-type: none"> 1. The Academic Council shall be the principal academic body of the College. 2. The Academic Council will coordinate and exercise general supervision of all the academic policies of the college.
	11.1	<p>Composition The Council of the college is constituted as mentioned:</p> <ol style="list-style-type: none"> a) Director Chairman, b) Professor/HoD Convener c) Professor/HoD Co-Convener d) Controller of Examination Member Secretary e) All the Heads of Departments Members f) Registrar Member g) Special Invitee, If any Member
	11.2	<p>Tenure The term of nominated members mentioned shall be of one year, which is subjected to the approval of Chairman of Academic council.</p>
	11.3	<p>Quorum</p>
		<p>All members of the committee shall form the quorum for the meeting of the committee.</p>

11.4		<p>Responsibilities</p> <p>The academic council shall perform the following</p> <ol style="list-style-type: none"> To appoint sub-committee from amongst the members of the Academic committee. To recommend the proposal of faculty appraisal form and students feedback form. To review and approve the academic calendar for academic session. To recommend and approve the sessional exam schedule proposed by Examination cell. To advise on the working of academic department, library and workshop. To promote teaching, research and related activities in the college for improvement in academic standards. To make regulation regarding admission of the students to different programs of study in the college keeping in view the policy of AKTU. To recommend proposal for new program of study to governing council as per AICTE regulations. To frame regulations and recommend scholarship, prizes and medals for the students to the governing council. To approve the best faculty award for each session as per the faculty appraisal provided by IQAC. To approve the target of attainments of the program for different course outcome. To recommend and approve the rubrics/guidelines for projects/mini projects for the academic session. To institute new measures for innovations in teaching/learning methodology. To exercise such other powers and perform such other duties as may be prescribed to them from time to time. To instruct the HoDs to provide and monitor quarter semester planning for each academic year.
11.5		<p>Conduct of Meeting</p> <p>The meetings of the committee shall be conveyed by the Member/Secretary on instruction of Chairman. Following points are noteworthy in the regard-</p> <ol style="list-style-type: none"> The Committee shall meet as often as necessary as but not less than two times during the academic session. A written notice of each meeting with the agenda shall be circulated by the member secretary to all the members at least one day prior of the meeting. The chairman of the committee may permit inclusion of any item on the agenda for which due notice could not be given. The chairman may call additional meeting of the committee and when required to consider urgent or special issues. The ruling of the chairman of the committee in regard to all questions to procedure shall be final. The minutes of the meeting will be circulated amongst the members. The minutes along with the amendments. If any shall be placed for confirmation of next meeting.
11.6		<p>All the decisions made and all the minutes of meeting will be recorded and kept in the records of academic council.</p>

12.		<p>Kinds of leave:</p> <p>The following kind of leave shall be admissible:</p> <ul style="list-style-type: none"> • Casual leave – 12 • Medical leave – 12 • Earned leave-8 • Duty leave – 12 • Vacation leave – 8 • Sabbatical leave • Study leave • Maternity leave 3months • Short leave
12.1		<p>Casual Leave (CL):</p> <p>CL is not earned; it may be granted to an employee for not exceeding twelve days in an academic year.</p> <p>If an employee joins after the expiry of first month of academic year, the number of casual leave admissible to him/her shall be proportionate to number of months left in the academic year. Moreover, if joining falls on or before 15th of the month then the joining month may be included while calculating the number of CL admissible to him/her.</p> <p>A minimum of half day or a maximum of three days CL can be availed of at a time. Ordinarily, an employee shall not be allowed to avail more than six CL in a semester. CL can only be pre-fixed or suffixed with all types of holidays/leaves. Sunday and Holidays falling during period of CL may not be counted as part of CL.</p> <p>CL will not carry forward to next academic year and shall lapse at the end of the ensuing year.</p>
12.2		<p>Medical Leave (ML):</p> <p>Medical leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from doctor or a registered medical practitioner would be required.</p> <p>Medical leave shall not be granted for less than three days at a time and not more than three times in an academic year.</p> <p>Sundays and holidays may be prefixed/suffixed to MLs. Sundays and holidays falling during a period of ML may be counted as part of ML.</p> <p>No ML is allowed during probation period.</p> <p>Ordinary 12 ML may be allowed in an academic year.</p> <p>Medical leave may be combined with any other kind of permissible leave.</p>
12.3		<p>Earned Leave (EL):</p> <p>EL is admissible to all employees and is credited after completing one year of service. EL is to be granted only after it is earned. One EL is credited for every period of twelve days spent on duty subject to a maximum of thirty days in an academic year.</p> <p>EL cannot be granted during probation period.</p> <p>Minimum of three EL may be granted at a time and at the most it may be granted three times an academic year.</p> <p>Sundays and holidays falling during the period of EL shall be counted as part of the EL.</p>

12.4		<p>Leave Without Pay (LWP): There is no provision as such exist for grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization, he/she may be granted, LWP at the discretion of the sanctioning authority/management subject to exigencies of service. Such leave shall not exceed thirty days in an academic year subject to a maximum of fifteen days at a time. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. LWP should also be sanctioned in advance like any other leave. In the case of sickness or cases of pregnancy and child birth, an employee may avail leave without pay with prior permission.</p>
12.5		<p>Duty Leave (DL): Duty leave may be granted for one or more of the following purpose: Attending conferences, congresses, symposia and seminars on behalf of the institute or with the permission of the institute. To work on behalf of the institute. Delivering lectures in institutions and at the invitation of such institutions or university received by the institution, and accepted by the head of the institution; To defend/attend project proposals/meeting of project related filed work/various funding agencies, viz. UGC, DST, AICTE or Affiliating University etc. To participate in refresher/orientation and similar short term courses. The Affiliating university work will be considered under Duty Leave i.e. evaluation work/Practical work etc. The application for duty leave shall be forwarded along with recommendation by the head/dean/director to the sanctioning authority after taking into account, the academic needs of the department/institute. While recommending the application, the head/Dean/ Director of the department will specify that alternative arrangements for the academic duties of the faculty member concerned will be made, without asking for a substitute/extra academic position. Total number of duty leaves shall not exceed fifteen days in a year of which a maximum of twelve days in a semester.</p>
12.6		<p>Sabbatical Leave (SBL): Sabbatical up to a period of one year may be granted to a faculty once in every five year's of attachment to a research organization or an institute of good standing with</p>
12.7		<p>the sole aim of pursuing research activity. Although the employee will hold the line with the parent institution, yet he/she will not be entitled to draw salary from the institution.</p>
12.8		<p>Study Leave (SL): Leave for up to a maximum of three years may be granted once in the tenure of service for pursuing higher studies at a recognized institute, however, salary shall not be payable for the period. Study leave may be granted after an employee has rendered at least two years of unblemished service to the institute. He/she will be required to furnish a bond of non-judiciary stamp paper of rupee one hundred that he/she will serve the institution at least for a period of three years after return from the study leave. However, the management may reduce the bond period or allow such leave without a bond. An employee having completed a minimum service of one year shall be entitled to study leave for pursuing full time masters' degree/PhD course work/part-time PhD and examination thereof, thesis writing etc. entitlement shall be one month for each year of service to a limit of three months in an academic session. However for full time Masters/PhD study, leave shall be without salary. An employee having less than one year of service shall not be entitled for any study leaves whatsoever. Study leave may be granted up to a maximum of 10% of the sanctioned posts in any department.</p>
12.9		<p>Vacation Leave (VL): A faculty is entitled to 08 days summer and/or winter vacation from earned EL</p>

		<p>subject to their being able to complete the preparations for the next semester. If, however, the exigencies of service do not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave and rules of earned leave will apply. A non-faculty (supporting staff) is entitled for 04 days' vacation leave under same conditions. The vacation leave shall require to be sanctioned in advance in writing, as for any other leaves.</p> <p>The vacation period amongst the faculty members shall generally be staggered to ensure that the department/concerned office functioning is not hampered.</p> <p>Like earned leave, vacation leave shall first be earned. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to reduced period of vacation on prorata basis. Each six months period will be counted from the first day of an academic session.</p>
	12.10	<p>Maternity leave (MATL): A woman employee with less than two surviving children may be granted 3 months Paid maternity leave which will be credited after rejoining the institute with approval from the sanctioning authority/management. Maternity leave may be combined with any other kind of permissible leave. Such leaves may be allowed two times in the period of service.</p>
	12.11	<p>Short leave (SHL): An employee can avail maximum two short leaves in case of unforeseen emergencies during working hours in a month for 2 hours; if he/she takes any short leave after this limit, each short leave will be considered as half day.</p>
13		Faculty & Staff Development:
	13.1	<p>Allowances for Presenting Papers in Seminar / Conferences etc.</p> <ul style="list-style-type: none"> The regular Teaching staff who are sponsored for presenting papers in seminars/conferences are eligible to claim travel by one III A/C or II A/C (as per cadre) by rail in addition to reimbursement 50% of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July – June.
	13.2	<p>Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc.</p> <ul style="list-style-type: none"> The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by II sleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A. <p>The period of absence is treated as “ON DUTY” during the period of attending the courses.</p>
	13.3	<p>Promotion Of In-House Research And Development</p> <ul style="list-style-type: none"> The Institution aims at promoting Research & Development, Consultancy and such other profession – promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R & D activities along with the students. The faculty involving in research are encouraged for getting substantial grants for R&D works or for strengthening the infrastructure in the institute. Management shall pay 50% fee for Patent registration.
	13.4	<p>Incentives and Awards</p> <p>The Best Teacher Awards and Appreciation Letter have been instituted to encourage the staff members to put in their best efforts. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.</p>

13.5		<p>Development Program For Technical Supporting Staff</p> <p>The training program for Lab Practical shall be arranged for the Lab Instructor if required in new curriculum .The management also encourages conducting and attending programs in modern tools to upgrade the technical knowledge of Lab Instructors.</p>
13.6		<p>Amenities</p> <ul style="list-style-type: none"> • The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training. • Free transportation shall be provided to all the faculty members to and from the Institution within the city limits. • Staff Members are permitted to pursue Higher Education, as part time programme, while serving the Institution. • By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals. • CCL is given to Staff Members for carrying out the assigned works during Holidays. <ul style="list-style-type: none"> • The management grants maternity leave to the women employees, for period of 90 days and limited to the first two living children. • Medical reimbursement for major accidents. • Interest free loans for emergency. • Free admission for children of employee and concession of fees for them. • Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior. • If found dissuading from anything listed in these Rules, the Management/Society shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.