



JAYAMUKHI EDUCATIONAL SOCIETY'S
JAYAMUKHI COLLEGE OF PHARMACY

(Approved by PCI, New Delhi and Affiliated to Kakatiya University, Warangal)
NARSAMPET, Dist. Warangal - 506 332. (Telangana)
Accredited by NAAC

2.1 SERVICE RULES & REGULATIONS

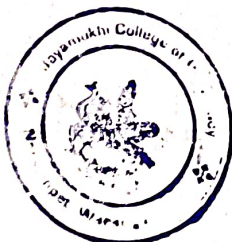
1. THE INSTITUTION

1. The JAYAMUKHI Educational Society Governing Body is in charge of running the college.
2. It has a common seal, eternal succession, and the right to sue and be sued by the college's secretary and correspondent in accordance with the Society's bylaws.
3. The Jayamukhi College of Pharmacy has the Governing Body of Jayamukhi Educational Society acting as its trustee, managing any property, legacy, endowment, bequest, or gift for educational purposes or for any other purpose related to the work and welfare of the college, and investing any funds representing the same in compliance with PCI, AICTE, and Kakatiya University regulations.
4. The college offers undergraduate and graduate pharmacy programs that are connected with Kakatiya University in Warangal and approved by PCI, the All India Council for Technical Education, New Delhi.
5. Jayamukhi College of Pharmacy other colleges that are managed by the Society. Which, devoid of infrastructural sharing, have separate barriers and titles.

1.1 ESTABLISHING THE COLLEGE'S GOVERNING BODY

The following individuals make up the College's Governing Body Structure in accordance with AICTE, PCI, and Kakatiya University requirements. The college's governing body convenes to talk about a range of topics and matters pertaining to the institution's growth. Which includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies. The term of the governing body shall be years unless otherwise specified or till further formation of the Governing Body

1. **Chairman:** Nominated by the Society
2. **Secretary and Correspondent:** Nominee of the society
3. **Administrative Officer:** Nominee of the Society




Principal
Jayamukhi College of Pharmacy
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4. **Treasurer:** Nominee of the Society
5. **Executive Member:** Nominee of the Society
6. **Executive Member:** Nominee of the Society
7. **Director:** Nominated by the Society
8. **Members:** One from Industrialist/technologist out of the 5 names of panel approved by the Chairman of the Society
9. **Member:** Nominee of the affiliating university K.U Warangal.
10. **Academician and Principal:** one Principal of other college
12. **Member Secretary:**

Principal, Jayamukhi College of Pharmacy (Ex-officio) The Governing Body of the college convenes to deliberate on numerous policy matters and topics pertaining to the institution's growth. It involves evaluating and endorsing the institution's strategic plan, which delineates the academic goals and objectives while identifying the financial, physical, and personnel methods. The committee convenes a minimum of twice every academic year.

2. SERVICE CONDITIONS

CLASSIFICATION OF COLLEGE EMPLOYEES

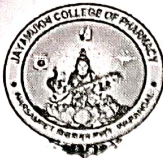
The College's personnel include teaching, non-teaching, and technical staff. The college selection committee will appoint the Teaching Staff, Non-teaching Staff, and Technical Staff in conformity with institutional requirements and PCI/Kakatiya University standards. The Secretary and Correspondent or the Principal shall appoint teaching, non-teaching, and technical personnel as needed, either on a permanent, temporary, or outsourced basis, depending on the institution's need.

Service Conditions for the Staff



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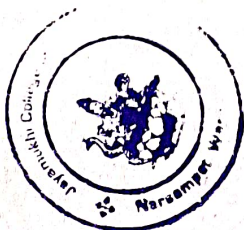
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- All staff members must consent to adhere to the restrictions outlined above, as well as any additional stipulations that may be established by the competent authorities periodically.
- Each staff member shall perform his or her duties with integrity, efficiency, and diligence, adhering to the directives of the Principal or Designated Authority. • Every employee of the College shall dedicate their entire time to the institution's service and shall refrain from engaging, directly or indirectly, in any business or external activities that may hinder the proper execution of their responsibilities at the College.
- Faculty must refrain from participating in any part-time activity outside college hours without prior authorization from the Management.
- All staff members will undergo a probationary term of one year upon appointment. All teaching personnel should get basic compensation in accordance with AICTE standards and additional allowances as per institutional regulations.
- Attestation copies of the following certificates must be provided while applying to the college.
 - SSC Certificate
 - Intermediate Certificate
 - Under Graduation Degree Certificate
 - Post-Graduation Degree Certificate
 - Ph.D. Certificate
 - Genuine certificates of UG, PG and PhD.
 - Service Certificates from previous Employer
 - Relieving letter from previous Employer
 - Aadhaar and PAN Cards
 - Any other.

Staff members must sign the attendance register daily and also log their presence in the biometric attendance system 15 minutes prior to the start of the first hour and at the conclusion of the workday.



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Staff members must be present on the college grounds for the whole of office hours on all working days. Advance notification is required to get leave.

Staff members on outstation leave must include their outstation address and phone numbers in their leave application.

Staff must submit an application for the evaluation process with the prior approval of the Principal/Management, and this application should be routed via the Designated Authority. Any violation of this rule will be regarded with gravity and subject to disciplinary measures. The administration may authorize a maximum of two such applications each academic year, but retains the discretion to decline forwarding these applications.

A staff member's service may be terminated with one month's notice or payment in lieu of notice, applicable to temporary appointments or during the probationary period. For regular service, a notice period of three months or equivalent compensation shall be provided. No staff member shall be allowed to quit during the academic term. Upon receiving the notice with sufficient advance (one to three months, as appropriate), the relevant staff member will be relieved of duty only at the conclusion of the academic session. However, if he/she secures employment in government or foreign missions, he/she may be freed.

The Principal/Designated Authority has the power to suspend any staff member on grounds of misbehavior.

In instances when a member of the teaching or non-teaching staff engages in misbehavior while performing their responsibilities, the principal has the authority to impose disciplinary action. Examples include warning, censure, and withholding of increments, with or without cumulative effects following an inquiry conducted by a committee appointed by the principal. The Chairman/Principal shall possess the authority to terminate the employment of a college staff member for any of the following reasons:

- Misconduct and deliberate dereliction of duty • Gross insubordination:
- Involvement in any criminal offense characterized by moral turpitude • Insufficient performance



Signature

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- Engaging in undisciplined conduct or other actions that contravene the institution's norms and regulations in effect throughout the period of service.
- If it is discovered post-appointment that the professor has been hired using fraudulent qualification credentials.
- Not approved by the affiliated university.

Important Guidelines-

To foster the development of the college/department, all staff members must collaborate as a cohesive unit and keep amicable connections with other departments.

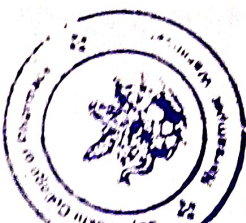
- In every meeting or gathering, decorum must be maintained, and any differences of opinion should be resolved democratically.

Staff members must get prior authorization from Management, the Principal, or the Designated Authority before contacting any external agency or government department about college-related matters.

- Should a staff member receive an advance from the college to cover financial expenditures for college events, such as workshops, conferences, or equipment purchases, they must reconcile the account within 30 days following the completion of the related work; otherwise, the advance will be deducted from their salary.
- Staff members must get a No Objection Certificate (NOC) from the relevant departments when resigning from their positions.
- All staff members should adhere to the general rules and norms established by the college periodically.

STAFF RECRUITMENT

The Guidelines stipulated as per GO MS NO.14 of Govt.of Telangana State and as per Clause 11(d) of University affiliation regulations 2017 shall be followed for selection of teachers in the college.



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Procedure of recruitment:

Recruitment typically occurs biannually in May and November, or as required.

The Principal or Designated Authority notifies the number of vacancies to management for permission or information, depending on student enrollment, resignations, or terminations of staff personnel.

- Job openings are published in prominent Telugu and English newspapers.

The Head of the Department conducts the screening of applicants.

Shortlisted applicants are notified by call letters, telephone, or email by the College Office.

- Walk-in interviews are done for urgent need.
- The selection committee was formed in accordance with the norms of the PCI/K.U/AICTE.
- The credentials, experience, API score, and other criteria for the teaching staff should adhere to the standards set by PCI/Kakatiya University.
- The selection procedure for teaching personnel will be conducted by approval by the affiliated institution via the Selection Committee Minutes (SCM). All faculty members must be approved by the SCM; failure to get ratification will result in termination of their employment at the institution.

The committee comprises the Colleges Secretary and Correspondent, the Principal, two university nominations, and one or two topic specialists. At least one member of the committee must represent BC, SC, ST, minority groups, or women.

The Principal should issue approved orders to individual faculty members according to the SCM list.

The Secretary and Correspondent shall issue appointment orders to all chosen faculty members.

The recruitment of the Principal must adhere to the regulations set out by PCI, Kakatiya University, and AICTE.




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PROMOTION AND INCREMENTS

Promotion Policy:

The aim of the promotion strategy is to recognize and reward excellence and ability. It enhances organizational and functional efficacy.

All promotions will be contingent upon meeting the requisite score qualifications, experience, and API.

The advancement of an employee is solely determined by merit and seniority.

- Interviews for the Career Advancement Scheme should be performed annually. The standards adhered to in CAS must align with Kakatiya University.

Increment policy:

- The institution follows an Annual Increment Cycle i.e. once in a year.
- Employees are eligible for the increment along with the annual appraisal subject to his/her performance.
- Ad-hoc increment can also be applied subject to the Management discretion.

Appreciation Policy:

The institution has instituted an Appreciation policy to encourage faculty for their Competencies extended in designing the students' outstanding performance in career graph.

- The Institute appreciates the faculty for the curricular/co-curricular/extra-curricular activities.
- The institute appreciates and rewards the faculty who got rewards /honors / prizes / medals given by the Government /NGOs / any other organizations / for their contribution in R&D /Academics / Social Service.



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Employee Welfare Policy:

JAYAMUKHI COLLEGE OF PHARMACY welfare policy is to ensure the benefits, facilities be given to the employees to work in a better environment. It helps to develop and implement conventional working environment and other facilities.

JAYAMUKHI COLLEGE OF PHARMACY extends the following facilities to its employees.

- PF (for eligible staff)
- Subsidized transport facility
- Subsidized food facility
- Maternity leave to female employees
- Sick Leaves
- Accidental insurance
- Special leaves to Research scholars
- Facilitating OD to Faculty for participation in Training/
Seminar/Workshop/R&D

4. LEAVE RULES

Leave Rules

Leave must not be asserted as an entitlement.

A staff member must not typically be absent from work without prior authorization from the designated senior officer.

- A leave letter must be filed in advance, and permission must be secured prior to taking leave.

All teaching faculty must maintain a minimum attendance of 75% each month during the academic year.

- A medical certificate must be shown when returning to work after a medical absence.



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Leave of any kind will not be approved when the staff's services are required for college operations or when there is an incomplete task involving the employee.

In the event of emergency work pertaining to the college or university, the principal or authorized authority retains the power to revoke the leave.

Casual Leave (CL):

All workers are entitled to 20 days of casual leave annually. It may be periodically recalibrated.

- A maximum of three days, excluding holidays, will be permitted. The carryover of unused CL to the next year is prohibited.

Permission for a brief absence not exceeding one hour on any working day may be given at the discretion of the authorized authority, limited to a maximum of two hours each month.

Staff may be granted permission to leave the campus early or report late for duty, limited to a total of 2 hours each month. They need to get authorization beforehand.

Staff members on leave must arrange for a replacement to fulfill their usual tasks during their absence, with the agreement officially signed by both the substitute staff member and the relevant Head of Department.

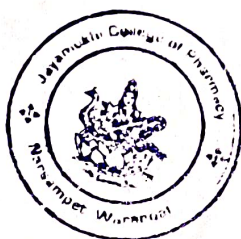
Vacation Leave:

Vacation to all the staff shall be as per almanac of the affiliating university i.e. KAKATIYA UNIVERSITY

Leave with Loss of Pay:

Any leave taken above the stipulated limit must be classified as Leave Without Pay (LOP). If the amount of Leave of Absence exceeds six days within a year, it will be deemed a Break-in-Service, unless satisfactory supporting documentation explaining the extra leave is submitted. The determination of the Principal/Designated Authority will be conclusive in such instances.

- In the event of a service interruption, the increment date must be adjusted appropriately.




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Any staff member who is away from duty without prior authorization will have that absence classified as Leave Without Pay (LOP). Such absence will be regarded as a Break-in-Service. Absence, whether authorized or unauthorized, and without alternate arrangements for class or other significant responsibilities, will also be classified as Leave Without Pay (LOP). This absence will be regarded as a Break in Service, resulting in a corresponding delay of the following increment.

Maternity Leave Rules

The institution grants maternity leave of 12 weeks to all qualified female personnel, to be taken at the discretion of the expectant mother. The leave duration includes weekends and holidays.

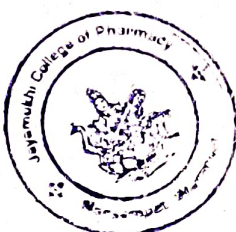
- All verified female workers qualify for maternity leave. The management may, at its discretion, let an employee on probation to take maternity leave and extend her probationary term by the equivalent length. The female employee must serve the institution consistently for a minimum of three months to qualify for maternity leave.

Maternity leave is restricted to an employee's first two confinements and must be separated by a minimum of three years, except in the event of a miscarriage. In the event of a miscarriage, a leave period of 4 to 6 weeks may be granted. The employee must notify the principal at least 8 weeks in advance of the leave, accompanied by a valid Medical Certificate. Maternity leave is supplementary to the Institute's other leave entitlements and cannot be combined with any other type of leave.

Paternity Leave:

- All male workers are entitled to 10 days of paternity leave, limited to two occasions throughout their employment.
- To qualify for paternity leave, the employee must have completed a minimum of 26 weeks of continuous service at this institution.

On-Duty Leave:




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On-duty leave will be allowed when staff members are needed to undertake official activities or participate in conferences, seminars, workshops, etc., with prior approval and appropriate workload adjustments.

The maximum number of days for official duty (OD) is restricted to 14 per year; any more days will be subtracted from other accrued leave available to the personnel.

- OD pertaining to university responsibilities such as spot evaluations, observer roles, and external examiner obligations is not prohibited.

Faculty members may use a maximum of 6 days for examination-related duties at institutions other than Kakatiya University.

- Application for Official Duty to attend a seminar or conference, including a paper presentation, must be submitted to the Principal via the relevant Head of Department.

SPECIAL LEAVE: All the staff members are eligible for 10 days special leave in the case of death of his/her father/mother/spouse/children.

5. MEDICAL FACILITIES

A Registered Medical Practitioner will attend the Medical Centre four times weekly on a part-time basis. He/She attends to the pupils and staff for minor illnesses. In an emergency, the medical practitioner will be summoned to the campus to respond to the patient. The institution offers a dedicated car to transport patients to the multi-specialty hospital in Warangal for treatment as required. Any expenditures incurred by the Institute for staff treatment will be reimbursed by the respective employee within a designated timeframe.

6. CONDUCT AND DISCIPLINE

All personnel at Jayamukhi College of Pharmacy must collaborate for the institution's development and maintain amicable relationships with colleagues, students, parents, and external individuals. Teaching is a venerable profession; every educator should be cognizant of this while fulfilling their responsibilities.




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CONDUCT:

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- Every employee shall abide by and comply with the rules and regulations of the college and oblige all orders and directions of his/her superior authorities, under whose supervision or control, he/she is placed.
- Every employee shall extend the utmost courtesy and attention to all persons with whom he/she deals with in the college.
- Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto
- No employee shall be a member, or be otherwise associated with, any organization, nor all he/she take part in, assist related to politics.
- No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
- No employee shall engage directly or indirectly in any business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain the prior permission of the authority.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take care that the Performance of his duties at any time is not affected in any way be the influence of such drink or drug.
- Every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.



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- An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary
- No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the authority.

DISCIPLINE

- All workers must attend college in formal attire and display their college-issued ID card during college hours.
- workers are expected to exhibit conduct and behavior befitting a competent faculty member.

All staff members must record their attendance twice daily according to the designated schedule and are required to maintain a minimum attendance of 75% as mandated by K.U. If any faculty couldn't maintain his/her services deemed to be terminated unless otherwise if there is any genuine reason and acceptable situation by the Principal / Management / KAKATIYA UNIVERSITY.

- The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him or contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/conviction by an order of college authority and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.



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