



Telefax: 09170-223000
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LAUREATE INSTITUTE OF PHARMACY

(Approved by PCI & AICTE, New Delhi and Himachal Pradesh Govt.)
"A" Certified NAAC Accredited Institute recognized u/s 2(f) of UGC Act 1956
Affiliated to Himachal Pradesh Technical University, Hamirpur
V.P.O. Kathog, Tehsil Jawalamukhi, Distt. Kangra, H.P. (176031)

Ref. No.....

Date:.....

7.1.10 QnM

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Options:

- A. All of the above ✓
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Dr. M.S. Ashawat

Director Cum Principal

Director Cum Principal,
Laureate Institute of Pharmacy,
Kathog, Tehsil Jawalamukhi
Distt Kangra (HP)



LAUREATE INSTITUTE

(Approved by U.U. & AICTE, New Delhi and H.P. Govt. Shimla)

Affiliated to Himachal Pradesh Technical University
V.P.O Kathog, Tehsil Jawalamukhi, Distt. Kangra

Ref. No.

Date:

SERVICE RULES

A. PREAMBLE

1. The service rules shall be called as the Laureate Institute of Pharmacy, Kathog service rules.
2. These service rules may be changed in future based on the various enabling Acts, Government rules and regulations, Stake holder's input and other parameters which will evolve over the time frame.

B. APPLICABILITY

1. It will apply to every regular and contract based employees of the Institute as per their date of joining.

C. DEFINITIONS

1. The Institute means, Laureate Institute of Pharmacy, Kathog, Tehsil Jawalamukhi, Distt. Kangra, H.P.
2. 'Governing body' means the 'The Governing Body of the Institute' constituted as per AICTE norms.
3. 'Chairman' means the 'Chairman of Governing body of the Institute'.
4. 'Executive secretary' means 'Executive secretary of the Institute'.
5. 'Managing Director' means the Managing Director of the Institute.
6. The 'University' means 'Himachal Pradesh Technical University, Hamirpur, H.P.'.
7. 'Principal' means the Principal of the Institute or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever his/her designation may be, otherwise.
8. 'Employee' means a person who is employed by the institute including Principal and other staff including those engaged on daily wages.
9. 'Academic year' means the period between academic year, which is for a minimum period of one year.
10. 'Institute' means 'Chairman/Secretary/Managing Director in case of Principal and other staff including those engaged on daily wages.'
11. 'Associate Professor and Assistant Professor of the


PRINCIPAL
LAUREATE INSTITUTE
KATHOG
(H.P.)

12. "Technical and Administrative staff" means all categories of technical and administrative staff including administrative other than the teachers.
13. An 'academic year' means a period of twelve months as notified by the University in each calendar year.
14. The authority to implement these rules vests with the Governing body/Director/Principal of the institute.
15. 'Duty' - An employee is said to be on duty for the purpose of service benefits-
 - a. When an employee is discharging his/her duties for the post to which he/she is appointed or undergoing training prescribed for the post.
 - b. When the employee is absent from the duty on authorized holidays or permitted vacations or when availing any leave sanctioned by the competent authority.
 - c. When the employee is attending conferences, seminars, summer schools, workshops, orientation programs, Faculty Development Programs etc duly permitted by a competent authority.
 - d. When the employee is attending to the work assigned by the competent authority in the interest of Institute or Management.
16. 'Leave' - means leave granted by the competent authority to the employee for which he/she is eligible.
17. 'Pay' means basic pay in the pay scale or basic pay with a allowances as the case may be.

2. APPOINTMENTS

2.1. Inviting applications

For inviting the purpose of recruitment, the institute shall normally advertise the post in the leading newspapers or websites, wherever necessary. The required qualification and experience for the faculty members is as per the AICTE and PCI guidelines, as amended from time to time. The competent authority as its sole discretion may authorize screening of applications, screening test and interview for appointment, which may be considered fit for appointment or not.

2.2. Appointment of faculty

The appointment of faculty in the institute shall be made by Managing Director of Institute or by a selection committee constituted as per the norms of AICTE/PCI and University, Haryana. For the appointment of all the non-faculty staff, a selection committee shall be constituted as per the norms of Institute/State.

The appointment of faculty shall be on full time basis including the recommendation of the selection committee.

Principal
Institute
Karnal
Haryana (H.P.)

discharge his/her official duties satisfactorily etc. giving 3 months' notice in lieu thereof.

5. No application of an employee seeking employment elsewhere shall be forwarded during the period of probation. On completion of probation not more than two applications for academic (June-July) year shall be forwarded for outside jobs.
6. All employees shall have to give three month notice in case he/she desires to be released on resignation and alternatively he/she shall pay 3 month-salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the management/Principal or date of his/her relief, whichever is earlier. For all the employees in the institute, personal file and service register shall be maintained with regular updating as per the norms.

LEAVE RULES

General Leave Rules

1. Leave cannot be claimed as matter of right. The sanctioning authority has full discretion to refuse or revoke any kind of leave when the exigencies of services demands.
2. A leave account shall be maintained for each employee in an appropriate register.
3. An employee shall not take up any service or employment while on leave.
4. The Principal shall be the competent authority to sanction all the leaves on recommendation of faculty. In case of Principal, Managing Director/Secretary shall be the authority to sanction leaves.
5. Leave including or suffixing any kind of leave with vacation is allowed after prior sanction.
6. Employees when deputed on official duty or on institute work, the period of their absence shall be treated as "On Duty".

7. All employees of the institute shall be entitled to 12 days of casual leaves other than the sick leave. The leave stretch should not exceed seven days in total period of 10 days, including the leave stretch with public holidays.

8. Half day leave for an employee can be granted for the forenoon or afternoon.

9. All leaves require advance sanction. The employee has to submit the leave application in writing.

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INSTITUTE
15/07/2011
15/07/2011
15/07/2011

Himachal Pradesh State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

2. Allowances: Dearness, house rent and other allowances as per the H.P. State Government rates and rules as extended as annual increments by management are adapted from time to time to all regular employees of the college accordingly to permissible budget.
3. Regular increments shall be sanctioned by the Principal only after satisfactory performance of the employee and that also after recommendation from the respective Head of the Department in the prescribed Performa. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Managing Director is the sanctioning authority. In the case of employee in the office, the Principal is the sanctioning authority on the recommendation of office superintendent.

The management shall have authority to withhold an increment for a period not exceeding one year as a disciplinary measure on sufficient and valid reasons and after employee has been given fair opportunity to defend oneself.

PROMOTION

- Promotion in respect of members of faculty would be in tune with the guidelines of the Career Advancement Schemes (CAS) prescribed by AICTE, i.e. Performance Based Appraisal System and the minimum prescribed scores in academic performance indicator will be the criteria. The CAS also suggests the formulation of a screening committee including representative of Governing body, Principal, University Nominee and Subject Expert.
- Promotion in respect to all other categories of employee shall generally be in line with the state government norms and performance based appraisal.

GENERAL SERVICE CONDITIONS

All employees of the institute shall be subject to the general disciplinary and conduct rules of the institute.

All employees of the Institute are required to be present during working hours of the Institute on working days.

All employees of the Institute shall devote his/her working time to the service of the Institute and shall not engage directly or indirectly in any trade or business or private profession or any other work which is likely to interfere with proper discharge of his/her duties. These provisions shall apply to the academic work related to University and non-academic work such as attending seminars, delivering guest lectures or any other work related to the Institute as sanctioned by the Principal/Management.

Employees who are absent from their duties or permanent are liable to be terminated on the basis of prolonged absence of duties, prolonged illness, disability to

Principal
Institute
Rajiv Gandhi
Karnal
(P)

committee and appointment letters to the Teaching and Non-Teaching staff shall be issued by the Managing Director of the Institute. The appointment of Director/Principal shall be informed to the Governing body in the due course of time.

Some permanent posts may be filled from existing employees as per the norms of AICTE/PCI or affiliating University.

An employee after joining should submit all the relevant documents for educational qualification, age, address proof, PAN CARD, ADHAR NUMBER and other documents required as per need.

Probation

Unless otherwise specified, all appointments against the regular posts will normally be on probation period for one year. The period of probation may extend in individual cases as per the discretion of appointing authority.

Confirmation

After completion of probation period, an employee will be eligible for confirmation on the basis of self-appraisal report. The self-appraisal report will be submitted to the concerned department in charge, who will forward the same to the appointing authority for needful.

Termination of Resignation from Services

The institute reserves the right to terminate the services of any employee by giving three months' notice in writing without assigning any reason or by paying the Notice Pay for the equivalent period in lieu thereof.

The institute shall have the right to terminate the services of an employee without giving any notice whatsoever, should the employee be found guilty of breach of trust, consumption of drugs, dishonesty, loss of mental balance, found guilty of sexual harassment or any other conduct considered detrimental to the interest of the Institute.

An employee shall have the right to resign from the services of the Institute by giving three months' notice. In the absence of the period of the vacation availed during the notice period, the employee shall be liable to serve the Institute. Technical staffs are generally not allowed to leave the service without prior approval. Disciplinary steps may be taken if an employee leaves without prior approval. The Institute may take disciplinary action against an employee, when a disciplinary case initiated.

The salary and other benefits shall be adapted to the post.

Special Leave

1. All the teaching staff members are entitled to have special leave upto 15 day in extension year to take up examination work in our college or outside, to attend conferences, seminars etc.
2. Special casual leaves may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

Half Pay Leaves

1. The half pay leave may be granted to regular employee on medical grounds and on private affairs at the rate of 20 days per calendar year.

Commutated Leave not exceeding half the amount of half-pay leave due may be granted on medical grounds to permanent employees subject to the following conditions:

- i. Commuted leaves during the entire service shall be limited to a maximum of 240 days.
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

Maternity Leave

1. All the women employees are entitled to maternity leave of 90 days each for first two pregnancies.

Study Improvement Program

The members may be permitted to improve their academic qualification by attending research work in higher institution for learning. The maximum number of faculty members permitted to one member per department per year. In such cases the faculty members shall receive half of his salary during this period of study.

The authority for such leave on the recommendations of the department concerned.

The leave shall be granted to all regular employees by Principal/Management to all regular employees. When an employee put a service of 5 year or more then he/she shall not be entitled for any leave.

LEAVE RULES FOR CONTINGENT STAFF

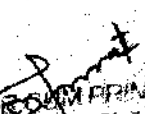
All the contingent staff of the institute is eligible are eligible for a casual leave of 12 days in a calendar year and other leaves of 12 days.

TRAVELLING ALLOWANCE, DAILY ALLOWANCE, LOCAL TRANSPORT

Employees of the institution when deputed to any outstations shall be entitled to travelling allowance, daily allowances and other permissible expenses they incur on production of valid documents. It is a fundamental principle that allowances is not to be a source of profit and no allowance is granted to cover the expenses of family members travelling with them when on duty.

CONDUCT RULES FOR ALL EMPLOYEES

1. Every employee shall be governed by these rules and liable for disciplinary action in case of breach of these rules.
2. Every employee shall at all-time maintain the integrity of character, be devoted to his/her duty, be honest and impartial in his/her official dealings. He/she shall exhibit utmost loyalty and always act in best interest of the institute.
3. An employee shall be required to observe schedule hours of the working during which he/she must be present at the place of his/her work. No employee shall be absent from duties without prior permission. Even during leave or vacation no employee shall leave the station without informing to the competent authority. While leaving the station an employee shall inform to the competent authority in writing about the address and contact number on which he/she will be available during the period of leave.
4. No employee shall be a member of any political party or take part in politics or to be associated with any party or organization, which take part in political activity, nor shall aid or assist in any manner any political movement or activity.
5. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism on any policy or rule of the institute.
6. No employee can engage directly or indirectly in any trade or private tuition or undertake any business outside official assignment, whether for profit or not.
7. No employee against whom insolvency proceedings commenced in a court of law shall disclose the facts thereof to the institute.
8. No employee against whom any criminal proceedings have been initiated in a court of law shall inform to the competent authority of the institute regarding details.
9. No employee shall put forth any claim or seeks redress of any grievance except in writing through proper channel to the competent authority.
10. No employee shall appeal to higher authority unless the claim or rejected to redress his/her grievance.


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LAUREATE INSTITUTE
OF PHARMACY, KATHOG
JAWALAMUKH
DIST. KANGRA (H.P.)


10. An employee who commits any offence or negligence of duty or does not act detrimental to the interest of the institute is subject to an enquiry and disciplinary action by the competent authority.
11. No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

DISCIPLINARY ACTION

1. All employees are liable of disciplinary action for disobedience, misconduct and negligence of duty. However such disciplinary action shall be taken after establishing the grounds on basis of which disciplinary action has been initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
2. As part of disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence or negligence of duties.

- Censure
- Withholding increment/promotion
- Recovery from his/her salary whole or part of any loss caused to the institute due to the negligence of duty or breach of trust/order/rules.
- Suspension from services
- Removal from services
- Dismissal from services

Any employee can appeal against disciplinary action by competent authority to governing body of the institute.


DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOGA
TEH. JAWALAMUKHI
DISTT. KANGRA (H.P.)



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Ref. No. LI/PH/2023/Est-6271-II

Date: 28-07-2023

Code of Conduct for Students

The code of conduct that students are expected to abide by is mentioned in detail on a separate part of the college website. Discipline will be applied by the authorities to the offending student in the event that any of the following guidelines are broken.

- Students are anticipated to maintain a good atmosphere conducive to academic pursuits and restrain themselves from passing any critical comment towards any religion/caste etc.
- Consistent & on time attendance is compulsory for every student i.e. 75%.
- Each student should carry his/her identity card inside the college.
- No outsider is to be entertained inside the college premises without the prior permission from the authority.
- The college campus is to be kept clean and the junk bins have to be used for waste disposal.
- Students should not gather unreasonably in the corridors.
- To save the energy lights and fans have to be switched off before leaving the classroom.
- It is the responsibility of each student to look up the notice board regularly to remain updated.
- For long time absence on medical, students have to submit the prescription and certificate of a Registered Physician.
- Students must be present in the class within the scheduled time.
- Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
- Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009).
- Students should behave modestly and with respect toward their teachers, other students, and non-teaching personnel. Any harsh or haughty behaviour directed at anyone will be frowned upon and punished.



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- The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
- Consumption of tobacco in any form (cigarette, Gutkha, Khaini) is strictly prohibited inside the college premises. Anybody found in such act would be penalized.
- Use of mobile phone/tablet or electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories. Violation of this rule may be followed by a penalty.
- Students must dress themselves in a simple and attired manner.
- Students must carry the library - cards with him or her to get the books issued / return.
- Students are not permitted to use anyone else's library cards.

Dr. M.S. Ashawat

Director Cum Principal

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Ref. No. 104/2023/Est-6271-III

Date: 28-07-2023

Structure of the Code of Conduct Committee

DESIGNATION		POSITION
Principal		Chairman
HOD		Member
Code of Conduct Committee Members		
Sr. No.	Name of the member	Designation & Department
01	Dr. M.S. Ashawat	Principal
02	Dr. CPS Verma	Head of Department: Pharmacognosy
03	Dr. Amar Deep Ankalgi	Head of Department: Pharmaceutical Chemistry
04	Dr. Pravin Kumar	Head of Department: Pharmaceutics
05	Mr. Shiv Kumar Kushwaha	Head of Department: Pharmacology


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Report

On

Awareness about Code of Conduct for New Comers on the day of Induction Programme

Date 26/09/2022



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Laureate Institute of Pharmacy,
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Report

An 'Orientation Programme' was organized to welcome the first-year students who were admitted to Pharmacy program at the institute premises on 26/09/2022 where students and parents had been welcomed by the Management and Principal of Laureate institute of Pharmacy. The objective of the programme was to make the parents and students aware of the academic aspects of the course and code of conduct regarding the students during the course, the rules and regulations of the Institute and ensuring parental participation in monitoring the performance and progress of the students. A well-crafted curriculum serves as a reference to ensure that students are on the right track. Its components are designed to develop concepts, from a basic level to increasingly complex topics or skills. The four years curriculum was explained to them in detail. Highlighted the importance of each subject. The event began in a traditional way by welcoming the new batch with TILAK and showering of flowers. Then Programme was started with the Havan because Havan is a sacred purification ritual that is performed in households as well as workplaces and shops by chanting mantras and worshipping different Gods and Goddesses. There is a hallowed fire in the center and the priest and family members sit around it. After this, next in line was a presentation portraying the rich and historic culture of Laureate Institute of Pharmacy and describing how it evolved into a full-fledged Institution. Next was the Speakers Club, who presented an in-depth speech about college culture, history, such a big alumni network, eco- green campus, facilities and co- curricular activities that take place in college throughout the year. They also described technological advancement and various club activities. They further briefed about

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Accreditation, Quality culture and infrastructure of the institute. Later on in the Scholarship Session various scholarship scheme were described.

Summary:

The student must have moral principles, the necessary knowledge, and the necessary civic and professional abilities to graduate. The purpose of the induction programme is to habituate newly enrolled students, encourage them to explore their academic interests and extracurricular activities, lessen competition and encourage them to strive for excellence, foster a sense of community among them, establish relationships between teachers and students, provide a wider perspective on life, and develop their character. By understanding the code of conduct of the institution.




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Signature

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