



MAHADEVA LAL SCHROFF COLLEGE OF PHARMACY

Approved by Pharmacy Council of India (PCI), New Delhi, Affiliated to BUHS and
Recognized by Health Department, Govt. of Bihar
NS 22, 23 Growth Centre, BIADA, Near Bihar Cement Plant, Aurangabad -824101 (Bihar)

MAHADEVA LAL SCHROFF COLLEGE OF
PHARMACY

AURANGABAD, BIHAR

CODE OF CONDUCT



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Mahadeva Lal Schroff College of Pharmacy is situated in Bihar and was established in 2018 under the aegis of Trust by the Savitri Memorial Trust for Higher and Technical Education. The Service Rules and Regulations are structured and implemented as per the rules and regulations of AICTE & PCI.

BUHS and the State of Bihar, and our own rules and regulations of the Governing Board, apply to all the constituent Colleges which come under the Society.

BASIC ACADEMIC POLICY

Academic Values We realise the responsibility to fulfil the students' faith because the students know the role a college plays in shaping their careers. The college is playing an important role throughout the four years of the academic year in not only shaping careers but also grooming the overall personality of the students. The college is devoted to imbibe and inculcate not only problem-solving abilities, communication and presentation skills, confidence, but also social and moral values to groom them into better citizens.

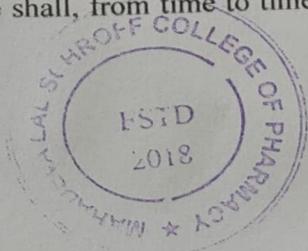
The Mahadeva Lal Schroff College of Pharmacy has planned a unique methodology by utilising all the available resources to keep the students updated with the latest in the field of Pharmacy, around the world. The college has developed a high-powered academic development and monitoring committee comprising the professors and HODs of each department, whose primary objective is to come out with standardised lecture notes, tutorials, question bank, etc.

APPOINTMENTS AND TERMS AND CONDITIONS

There are various categories of employees at the college. Their salary scales, qualifications and experience, etc., required for appointments are given separately in this document. Normally, regular appointments, particularly as faculty, will be made by direct selection by inviting applications through public advertisement, except for appointments under the career advancement scheme

Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority. Every employee appointed on a regular basis to a substantive post shall sign a written agreement with the college.

Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/ Designated Authority or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties about the



Deepak
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office and perform in such a manner as may be required of him/her or which are necessary to be done in his / her capacity as aforesaid.

An employee is required to serve a probationary period of 1 year, after which the service will be confirmed, subject to satisfactory performance. The probationary period may be extended or shortened at the absolute discretion of the Governing Body. During the probationary period, the appointment may be terminated.

Selection and compensation of employees shall be made without discrimination as to race, sex, or religion, and the same shall be made on a competitive basis. The terms of appointment provide for termination by a notice on either side of two months for the employee working on a confirmed basis, one month if working on probation and seven days for the employees on ad-hoc basis. If anybody desires to be relieved before the completion of the notice period, he/she will be required to pay to the college an amount equal to his / her salary and allowances for the deficient notice period. However, the Governing Body will have the right to waive the notice period.

Unless waived in part or in full by the appointing authority, there will be a probationary period for one year. At the end of the probationary period, it may be extended by the appointing authority for a period up to one year. The services of an employee on probation can be terminated without notice and without assigning any reason.

The age of retirement from the service of the college will be as per the PCI Norm. For the faculty and others.

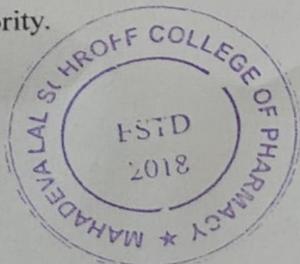
Other service conditions will be subject to such norms and executive instructions of the Bihar University of Health Sciences / Government of Bihar and the college as may be in force from time to time.

An employee shall not, without permission of the Governing Body in the case of Principal and in the case of teaching and other staff of the Principal, respectively, be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non- remunerative work.

GENERAL GUIDELINES

All the faculty members and Staff members are required to abide by the following rules and regulations:

- Every Employee Shall Be punctual in attendance and in respect of his / her class work, and also for any other work connected with the duties assigned to him/her by the Principal / Head of Department.
- Abide by the rules and regulations of the college and also show due respect his / her higher authority.



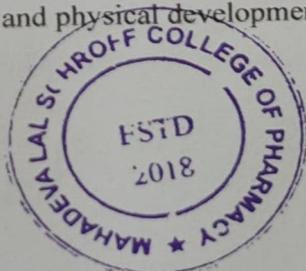
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- On every working day, sign the staff attendance register, and punch their finger at the time of arrival and to the time of leaving the college located at the gate and be ready at least five minutes before the commencement of classes.
- Be responsible for the discipline of students even outside the classrooms. Since supervision during breaks or off time is vital for the protection of the college's property and its students, employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the college.
- Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage cause or any repairs / replacements that may be required.
- Ensure that no student indulges in ragging. Canvassing and/or cause harassment of any kind to other student by what so ever name called, as it is strictly prohibited under law and report to respected committee.
- Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace dignity and harmony of the college and also on social media like Facebook, Instagram, WhatsApp etc.
- At all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- At all times be courteous in his / her dealings with other members of the staff, students and members of the public.
- Unless otherwise stated specifically in terms of appointment, every employee is a whole – time employee of the college, and may be called upon to perform such duties as may be assigned to him/her by the principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays.
- An employee shall be required to observe the scheduled hours of work, as may be notified from time to time, during which he/she must be present at the place of his / her duty. Except for valid reasons and/or unforeseen contingencies, no employee shall absent himself/herself from duty without prior permission of the designated authority.
- All employees are expected to be exemplary in their public as well as private lives. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration for the youth and other learners committed to their care. All employees are expected to behave according to the ideals of national integration, showing love, concern, and respect to all without any discrimination whatsoever of caste, creed or community.
- Any act or speech against this rule will be considered a serious breach of discipline and will invite strict disciplinary action, including suspension and/or termination from service. Every employee shall strive to instil in the students under his / her care a high sense of values, social consciousness, and pride in their College and loyalty to the country. It is the sacred duty of all employees to work for the intellectual, moral, social and physical development of all students.



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- 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 due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- Obligation to Maintain Secrecy: 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's 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.
- If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 21 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be advance shall be adjusted from his salary.
- All correspondence addressed to an employee or by him/her or by the college including press and other such copies of correspondence, all voucher, books including all notebook containing all notes or records or prices of other data and apparatus, samples and /or other goods belonging to the college, circulars and all other papers and documents of any nature whatsoever, relating to the college s affairs which shall come into his / her possession in the course of his / her employment, shall be the absolute property of the college and he /she shall, at any time, during service or termination there of or upon his/her leaving the services of the college for any reason whatsoever deliver up the same to the college on demand and without claiming any lieu thereon.

Taking part in Politics and Elections

No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he/she subscribe to, aid or assist in any manner any political movement or activity. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority. Provided that an employee of the College qualified to vote at such an election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted. Employee shall only be relieved from their duties after resignation at the end of the semester or upon fulfilment of their notice period, whichever is later. For this purpose, the end of the semester shall be defined as the time when all attendance, marks, and project evaluations are submitted to the appropriate office.

Employees relinquishing their jobs are required to get an NOC from all concerned departments.

SPECIAL GUIDELINES FOR FACULTY MEMBERS

Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the



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Principal/Governing Body. Faculty Members should attempt to publish textbooks and research papers in reputed International / Indian Journals / Conferences.

The faculty members are awarded incentives for the same in the following categories:

- Up to Rs. 2500/- for publishing an article or a paper in a Journal / publishing a book.
- Up to Rs. 2000/- for a paper presentation in an International Conference.
- Up to Rs. 1500/- for a paper presentation in a National Conference.

Award Policy Best faculty award of Rs. 2000 is given in each semester. Awards of Rs. 2000 are also given to faculty members for the best results. Suitable awards are also given for outstanding achievements from time to time. The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his / her beneficial influence in building up the personality of students, and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

A faculty member may be issued a show cause notice or terminated if he/she: Knowingly or willfully neglects his / her duties. Propagate through his / her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background, etc.

Any staff Indulge in or encouraging any form of malpractice connected with the examination or any other activity of the college. Show negligence in correcting term or, assessments or exam work of the students.

While being present at the college, absent himself/herself, except with the prior permission of the Principal, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave availed. Accept or give private tuition to any student of the college or any other person without the written permission of the Principal.

Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.

In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities. Every Faculty Member must give a seminar on some topic at least once in each semester to other faculty. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for



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class/lab/invigilation. In case of an emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

Class Room Teaching :

The workload of all the staff shall be fixed by the management. The workload of the teacher should not be less than 36 hours a week, of which teaching- contact hours should be at least as follows :

Principal: 08 Hours / Week

Professor: 08 Hours / Week

Associate Professor: 12 Hours / Week

Assistant Professor: 16 Hours / Week

Once the subject is allotted, the Faculty Member should prepare the lecture hour-wise lecture plan and the course file. The course file consists of a preface, previous year university question paper, lecture notes, handouts, test/exam question papers, model answer scripts for test/exam, Assignments (if any), etc.

The Faculty Member should get the lecture plan and course file-approved by the HOD and Principal. The Faculty Member's Diary must be regularly updated and put up for inspection by the HOD / Principal, as the case may be. The Faculty Member should refer to more books apart from textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

The Faculty Member should go to the class at least 5 minutes before and enter the class without delay at the scheduled time.

The Faculty Member should engage the class for the full hr and should not leave the class early. The Faculty Member ideally should recap for the first 5 minutes the lessons of the last lecture, tell what students are going to learn in another 2 minutes, then explain the lecture well up to 45 minutes & in the last 3 minutes conclude & say what we will see in the next class.

The Faculty Member should cultivate to include humor in the lecture, to break the monotony. The Faculty Member should make use of PPTs. Models, etc., as teaching aids. The Faculty Member should encourage students to ask doubts/questions.

The Faculty Member should get the feedback from students and act/adjust the teaching appropriately. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

In a problem-oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of the actual class. The Faculty



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Members are required to make entries of student attendance and logbook in the College Software immediately after the classes.

The Faculty Member should sign in the class logbook every day after he/she finishes the lecture. The Faculty Member should interact with the class teacher or mentor and inform him/her about the habitual absentees, academically backward students, objectionable behaviour, etc.

The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly. The Faculty Member should regularly visit the library and read the latest journals/magazines in his/her specialty and keep themselves abreast of the latest advancements.

The Faculty Member should make himself/herself available for doubt clearance. The Faculty Member should motivate the students and bring out the creativity/originality in the students.

Laboratory :

The Faculty Member going for the laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments. Whenever possible, additional experiments to clarify or enlighten the students must be given. The lab observations/records must be corrected then and there or at least by the next class.

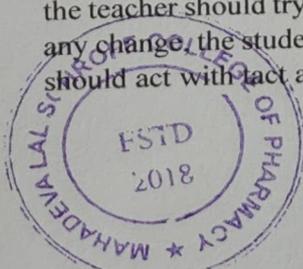
Test / Exam :

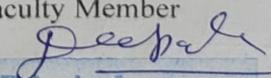
While setting the question paper, the Faculty member should also prepare the detailed answer and marking scheme and submit it to the HOD for approval. During invigilation, the Faculty Member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam/test. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Centre Superintendent. (HOD concerned in the case of the midterm test).

The test papers must be corrected and marks awarded within ten days from the date of examination. The checking of answer books will be done in the central examination room. The faculty members should be very fair and impartial in awarding internal marks to students or in selecting the outstanding students of the department/college, and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing on region, language, religion, caste, status of parents, personal relations, etc.

Student – Faculty Report :

The Faculty Member should have good control of students. As soon as the Faculty Member enters the class, He/she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers, the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class teacher / HOD. The Faculty Member should act with tact and deal with insubordination by students maturely. The Faculty Member




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should be strict but not harsh. Never use harsh words, which would hurt the feelings of the students.

GUIDELINES FOR CONDUCTING MID-TERM TESTS :

General:

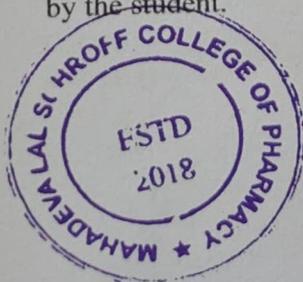
Mid-term tests shall be conducted as per the Academic Calendar issued by the college separately. The Academic Calendar prescribes the units to be covered for each midterm test. Faculty must ensure that for each mid-term test, the units prescribed are thoroughly completed well in time. Each mid-term test will be of 25 marks, including 10 marks of continuous mode for B Pharm. The duration of the first and second midterm test/ Sessional will be 1 Hrs. In case a particular subject is taken by more than one faculty, the HOD must ensure that each faculty covers the units in the same sequence and with the same content so that at the time of the test, there is no difference in unit coverage between different sections.

Guidelines for Setting Question Paper :

The total syllabus prescribed for the particular test shall be covered. The paper shall be set on the pattern of the BUHS examination. In the setting paper, due weightage should be given to each unit for 1 hour. paper, 5 questions of 2 marks, 3 questions of 5 Marks (attempt any two) and 2 questions of 10 marks (attempt any one) each. In each question, a choice shall be given as per the BUHS pattern. The paper shall be set by the faculty teaching the subject. A soft copy of the paper in the prescribed format should be submitted to the HOD, who will review the paper and ensure that all the norms for paper setting are followed. After review, HOD shall electronically forward the paper to the Examination In-Charge. In case more than one faculty takes a subject, each faculty shall set the question paper, and the HOD shall randomly change the contents to prepare the final paper. The paper must reach the Examination-Incharge 4 days before the start of mid- term test. Complete confidentiality shall be maintained by the paper setters and others handling the paper subsequently. Examination Centre shall get the papers printed under complete care to ensure total confidentiality. After printing, the papers shall be stored in the Strong Room with proper seals. The papers shall be taken out by the Exam Centre in charge on the day of the examination with permission from the principal.

Guidelines for Checking the Answer Sheet :

Centralised checking of the answer sheet shall be done in a prescribed room and during prescribed hours to be notified by the Exam Centre. The Exam Centre shall issue a bundle of answer sheets of one section at a time and take back the bundle after checking by the faculty. The faculty checking the answer sheet shall also fill in (in red ink) the marks scored by each student and sign the sheet with the date. Faculty checking the answer sheets shall apply a uniform system in awarding marks and shall ensure complete impartiality. Faculty shall essentially give specific notes/markings in the answer sheet to pinpoint the mistakes committed by the student.



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All answer sheets shall be checked within 10 days of the examination held. Marks awarded shall be recorded at the end of each question attempted. All marks awarded inside the copy must also be filled in the box on the front page of the copy, and the total must also be mentioned. All entries in the award sheet shall be filled in by the faculty and signed with the date. It is the responsibility of the faculty to ensure the correctness of the marks filled, including the total in the award sheet. Faculty should cooperate with the exam. Centre for cross verification of marks.

Guidelines for Conducting Internal Lab Exam :

Internal examination will be held only once per semester during regular timetable hours as specified in the academic calendar. Before the start of the exam, the lab in charge shall ensure that all equipments are in working order and all components/consumables required are available.

During internal practical exams, the marks shall be awarded based on any two of the following three components:

- Practical performance
- Viva Voce
- Practical Record

Weightage of internal practical exam and other components is as follows: Assuming a lab to be of 100 marks, the distribution of marks will be as given below:

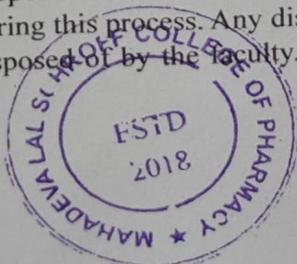
Maximum Marks of Lab: 100. Internal Evaluation Component 60%, i.e. M.M. 60. University Practical Examination at the end of semester (40%), i.e. M.M. 40. For laboratories having maximum marks as 75 or 50, the marks for various components may be proportionately changed for evaluation throughout the sem.

The internal marks (60% component) must be submitted to the HOD within three days of the conduct of the internal practical exam. HOD will, in turn, send internal component marks of all labs to the exam in charge within one week. Marks list should be filled in ink and properly signed with date and time. The exam attendance shall also be signed by the invigilator. No blanks shall be left in the attendance sheet.

Post Test Activities :

Mid-term marks shall be displayed on the notice board. Mid-term copies shall be shown during normal class hours. A specific time and date shall be fixed in advance for showing copies, and this schedule shall be put on the notice board. Before showing copies, the faculty must explain answers to the questions asked and point out common mistakes made by students.

Proper care should be taken to ensure that students do not alter anything in the answer sheet during this process. Any discrepancies/errors pointed out by the students must be attended to / disposed of by the faculty. Revision in the marks shall be intimated in writing to the exam



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centre through the respective HOD. The answer sheets shall then be returned to the exam centre directly by the faculty. On declaration of BUHS result, HOD must analyse the results and compare internal & external marks (University Component) and prepare a report for submission to the Principal.

ANNUAL CONFIDENTIAL REPORT :

All the staff members are required to submit their Self-Appraisal Report at the end of every academic year in the prescribed format. The Head of the institution shall write a confidential report for all staff and submit it to the Executive Director for approval.

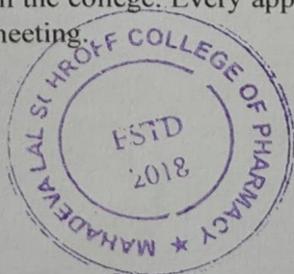
MEDICAL FACILITIES :

He / She takes care of the students and staff for minor ailments. A Registered Medical practitioner also visits the Medical Centre on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. An ambulance is available all 24 hours for the purpose of taking the patients when needed to the nearby hospital at Aurangabad for treatment.

RECRUITMENT:

All appointments on the staff of the College shall be made only by the GB of the College through its Chairman or authorised by the GB. The appointment of the principal and all other teaching faculty members shall be made by the GB through its chairman after ratification of his/ her appointment by the selection committee constituted in accordance with the provisions of the affiliating university for the purpose. However, pending approval of their appointment by the selection committee, the chairman GB may, at his discretion, appoint the principal and or members of the teaching faculty temporarily, on such terms and conditions he deems fit. All other appointments shall be made directly by the chairman of the GB on the recommendation of the principal. The chairman of the GB reserves the exclusive right, however, to accept or not accept any or all recommendations made by the principal in respect of any appointment.

The selection committee will judge the suitability of all the candidates for the position concerned. Letters of confirmation in service shall only be issued by the chairman of the GB at his discretion, in special cases. Every appointment, whether ad hoc, temporary, contractual or part-time, will be made for a specific tenure, and all such appointments shall become invalid from the date specified in their appointment letter/ contract. Such appointments may, however, be extended, subject to a written confirmation of such extension by the chairman GB only, for such period as he written confirmation of such extension by the chairman GB only for such period as he may deem fit, failing which, no extension shall be considered valid and binding on the college. Every appointment made at the college shall be reported to the GB at its next meeting.



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PROBATION

Appointment of all employees will ordinarily be made on probation for a period of one year. In case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman GB, if recommended by the principal. The GB shall have the power to extend the period of probation of any employee of the college for such periods as may be found necessary provided that if after the period of probation, the official is not confirmed, and his/ her probation is also not formally extended, he/ she shall be deemed to have continued temporarily and that his / her services may then be terminable on a month's notice or on payment of a month's salary thereof.

CLASSIFICATION OF MEMBERS OF THE STAFF

The members of staff of the college shall be classified as:

Academic – which term shall include Principal, Vice Principal, Professor, Associate Professor, Assistant Professor, Placement and Training officer, Visiting Faculty, Workshop Superintendent, Teaching Assistant, Sports officer and such other academic posts as may be decided by the GB.

Administrative – which term shall include Registrar, Accounts Officer, Audit Officer, Doctor and other Medical staff, Stores officer Store Keeper, Wardens / Matron and such other administrative and other staff as may be decided by the GB. Cleaning and other Staff- Which term shall include security guards, gardeners, sweepers, electricians, skilled and unskilled attendants, peons, etc. and such other staff as may be decided by the GB.

PAY SCALES :

For the faculty of MLS College of Pharmacy, normally, the pay scales of the faculty will be as per the recommendations of PCI/ State Govt. and as approved by the BUHS.

SELECTION PROCEDURE:

All the vacancies of faculty and senior positions in the category of other staff will be advertised at the national level/prominent newspapers. The selection will be done on the basis of competitive merits, which shall be judged by a selection committee comprising (Particularly for faculty) the Managing trustee, University representatives, Concerned Heads of Departments and two or three subject experts and the principal of the College.

LEAVE RULES

Leave is a privilege and not a right: Leave cannot be claimed as a matter of right. The discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved with the authority competent to grant it. Not-with standing above, leave will be generally granted unless the exigency of services so demands. Leave application:

The leave application will be submitted on the prescribed format well in advance and will not be available without obtaining prior sanction of the competent authority. Leave applied without class arrangement and other necessary arrangements for discharging the assigned



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duties may not be sanctioned, and if sanctioned, may be revoked. In case an employee is compelled to absent himself/herself from duty on account of unforeseen circumstances without obtaining prior sanction, he/she should inform the HOD of the Department or the Principal over the phone and submit the application for leave on the day of resuming duty.

No leave can commence unless it has been sanctioned: Mere submission of a leave application does not authorise an employee to avail leave applied for. The availing of leave without sanction makes the employee liable to disciplinary action, besides penal deductions. If the employee absents himself/herself from duty without proper sanction/ex- post-facto sanction, the period of absence will be construed as absence without leave and will amount to loss of pay for the period of absence. Limitation for Availing Leave: Leave of any kind cannot be granted for a period more than 4 days, including holidays, at a time except under exceptional circumstances and with sufficient reason. Information about Leave: An employee, before proceeding on leave, shall inform the competent authority and shall keep the authority informed of any change in address from time to time during the leave period.

KINDS OF LEAVE :

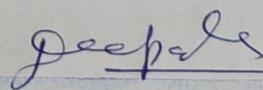
Festival and Holidays: Festival and Holidays, as notified by the affiliating University, the State Government and approved by the Governing Body, will generally be published in the month of December for the following calendar year. The list of Holidays will be inclusive of National Holidays of 26th January, 15th August and 2nd October.

Casual Leave: All employees are eligible for 12 days of casual leave per year @ 1 day per month, during the Academic Year from 01st July to 30th June. Probation period staff members are allowed to take leave after completion of the respective months only. Permission for a short leave not exceeding three hours on any working day may be granted at the discretion of the designated authority. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as one day CL for 2 permissions, two days CL for 4 permissions and so on.

Vacation Leave :

These rules govern the availing of vacation leave. The maximum duration and number of days shall be decided by the Principal/Designated Authority. Vacation Leave (VL) applies to the members of the Faculty (teaching staff) as well as nonteaching staff with eligible service. The total number of VL days for members of faculty (teaching staff) is limited to 4 weeks, for a continuous service of 12 months in the institution. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, or any other festival period, to ensure smooth functioning of the institution. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30th June i.e. From 01st July of a calendar year to 30th June of the following academic year.




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Vacation Leave :

For Non-Teaching Staff The number of days of VL for Non-Teaching Staff is restricted to a maximum of 14 days per year, which should be availed within the corresponding year and will be given to only those with eligible service.

Leave with Loss of Pay: Any Leave availed in excess of the prescribed limit shall be deemed to be leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave are provided. The decision of the Principal/Designated Authority shall be final in such cases. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in Service. Absence with or without permission and without making alternative arrangements for class or other important duties will also be treated as LOP.

Maternity Leave Rules :

As per the new rules & regulations of the Government, or as per the requirement of a Faculty / Staff member. The decision of the Principal / Designated Authority will be final in sanctioning of ML.

Out-Station Duty (OD) :

OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc., as approved by the Principal/Designated Authority. When staff members go for examination work, OD will not be granted. In addition to the above, a faculty member is eligible for 05 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation. Such leave will, in general, be granted by the Principal on the recommendation of the HOD if he is satisfied that teaching work will not be affected.

The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

Earned Leave and its Encashment :

Casual leave not used and accumulated up to 30th June each year will be converted into earned leave and can be encashed by the faculty members.

Medical Leave: Each employee is entitled to a maximum of 12 (Twelve) days' sick leave during one calendar year on production of a Medical certificate from a Doctor or a registered medical practitioner.

Study Leave: Study leave may be granted to a permanent whole-time teacher to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of the University/organisation and method of education.

The period of study leave should be limited to 3 years, but 2 years may be given in the first



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instance, extendable by one more year, if there is adequate progress as reported by the research guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department. The study leave shall be granted by the Governing Body on the recommendation of the concerned head of the department. The leave shall not be granted for more than 3 years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the College. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave. Study leave may be granted not more than twice during one's career. However, the maximum study leave admissible during the entire service should not exceed five years. No teacher who has been granted study leave shall be permitted to alter the course of study or the Programme of research without the permission of the Governing Body.

The amount of scholarship, fellowship or other financial assistance to a teacher who is granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances, but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would offset against pay only if the fellowship is above a specific amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

MARRIAGE LEAVE :

Each Employee is entitled to a maximum of 15 (Fifteen) days when he/she has their own marriage after a continuous service of 12 months in the institution.

RULES FOR TRAVEL ALLOWANCES

- 1) All members of the staff are eligible for travel allowance when deputed on official duty as per the order of the Principal.
 - 2) The Travel allowance eligible for various categories is indicated below the grade
Total emoluments Entitlement
Rs. 15,000/- and above A.C. Bus / Rail II AC
Rs. 10,000/- and above but less than Rs. 15,000/- Deluxe Bus / Rail III AC
Below Rs. 10,000/- Ordinary Bus / Rail Sleeper
 - 3) Lodging and boarding expenses will be reimbursed at actuals on production of bills/vouchers. A higher class of travel or accommodation is permissible only with special sanction.
 - 4) Airfare shall be approved only on special occasions and with prior approval.
 - 5) Travel shall always be made only by the shortest route. If cancellation is made on an order from the sanctioning authority, cancellation charges shall be reimbursed.
- Travel claim/settlement shall be made within 7 days after completion of travel. If the cancellation is made by the staff, the advance drawn if any, should be immediately refunded within one day.



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- 7) Expenditure towards local travel, telephones, porter charges, etc., if any, shall be reimbursed at actual on production of the bills/vouchers. (If bills are not available)
- 8) Any other expenditure involved shall be reimbursed, subject to eligibility

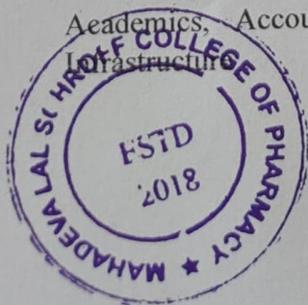
Teaching and Learning Process: All the faculty members have to plan their academic teaching schedules well in advance before the commencement of the semester/year.

The following are some of the contents of learning modules, irrespective of the subjects.

- Course file
- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Mid Tests and Distribution of scripts
- Delivery sheets and Tutorial Sheets
- PPTs and OHPs
- Lesson and Course Material
- Web Download
- Case studies
- Self-Learning Materials
- E-Learning Material through Digital Library
- Guest/Expert Lectures
- Industrial Visits and Tours relevant to their respective specialisation
- State of the art of Research through journals, articles and magazines.

E-GOVERNANCE POLICY

- This policy will be effective for a period of 3 years from the date of framing, March 2022.
- This policy is designed & framed to make every function of MLSCP transparent and accountable.
- The College decides to implement this E-governance policy for the overall functioning of the institution to provide a simpler, efficient and transparent system of governance within the institution.
- The Motto of e-Governance Policy is to promote & develop E- governance system with latest technology at all levels in Mahadeva Lal Schroff College of Pharmacy & to enhance efficiency, transparency and services among students, staff and researchers.
- The scope of this policy extends to the following areas, such as General Administration, Academics, Accounts and Finance, Examination, Student Admission, Library and Infrastructure.



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Objectives of e-Governance Policy

To achieve and create a paperless environment in the college.

To provide easy and quick access to information.

To make campus tech-enabled.

To make our Classrooms ICT Enabled, having Laptops, Smart boards, Projectors, etc.

To establish a fully automated Library.

MLSCP Website:

The website will act as an information centre which will reflect on the college, all its activities, important notices, courses offered, different committees, research activities, placement update, Contact details, etc.

A separate web designer/service provider will be appointed by the college for updating, maintaining and working on the website regularly.

A website committee formed shall showcase its activeness & regular updates through the website.

The college shall display Brochure for admission to various programs on the website.

Student Admission:

Students are required to submit an Online Application Form for taking admission to college.

An open and transparent strategy for the admission process is followed and maintained by the manager. An admission portal is used to manage the admissions in the college, such as the number of students applying to each course, withdrawals, and fee submission, all to be managed through this admission Portal only.

Academics:

To enhance academic standards by training, attendance, appraisal, evaluation process, feedback mechanism, mentoring mechanism, etc.

To provide Skill development programs for up gradation of knowledge and technology to teachers and students in the field of pharmacy.

To provide all resources for research activities such as training, purchasing new Instruments with AMC, new software, books, journals, consultancies and services.



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Accounts:

The office continues to maintain its account & generate a balance sheet on Tally software. The latest and advanced versions of the software are to be purchased and used to maintain financial records effectively and efficiently.

To promote transparency in all operating sections of admission/fees/auditing/budget, etc.

Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training on updating the existing software must be done regularly.

The College should also use other software which may help to automatically calculate the salary, generate salary slips, disperse the salary to the bank account, IDS, Provident Fund, Allowances, if any, etc. Payments made and received are through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

The College Library Committee shall continue to maintain its academic excellence through maintaining a well-stocked library.

The College will add more and more E-learning resources for the benefit of the teachers and the students.

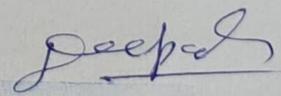
Recommendations to be taken from the teachers and students while subscribing to the e-resources, and to increase the knowledge database.

The College should continue to subscribe to new journals and books regularly.

MLSCP Library has fully automated LMS software, which should have easy access for use.

The MLSCP Library should also provide access to fully automated software for plagiarism checks.




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